2019 Municipal Elections

A Candidate’s Guide to Elections in North Carolina
A Candidate's Guide to elections in north carolina

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2019 CANDIDATE FILING GUIDE
### Important Election Event Dates

#### Candidate Filing Period

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Filing Period Begins</td>
<td>Friday, July 5, 2019</td>
</tr>
<tr>
<td>Last Day to Withdraw as a Candidate</td>
<td>Tuesday, July 16, 2019 (5 PM)</td>
</tr>
<tr>
<td>Candidate Filing Period Ends</td>
<td>Friday, July 19, 2019 (noon)</td>
</tr>
<tr>
<td>Last Day to File a Candidate Challenge</td>
<td>Friday, August 2, 2019</td>
</tr>
</tbody>
</table>

#### September Municipal Election (September 10, 2019)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentee Voting by Mail Begins</td>
<td>Friday, August 9, 2019</td>
</tr>
<tr>
<td>Voter Registration Deadline</td>
<td>Friday, August 16, 2019 (5 PM)</td>
</tr>
<tr>
<td>Voter Challenge Deadline</td>
<td>Friday, August 16, 2019 (5 PM)</td>
</tr>
<tr>
<td>One-stop Voting Begins</td>
<td>Wednesday, August 21, 2019</td>
</tr>
<tr>
<td>Last Day to Request an Absentee Ballot</td>
<td>Tuesday, September 3, 2019 (5 PM)</td>
</tr>
<tr>
<td>One-stop Voting Ends</td>
<td>Friday, September 6, 2019</td>
</tr>
<tr>
<td>Last Day to Return an Absentee Ballot</td>
<td>Tuesday, September 10, 2019 (5:00 PM)</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday, September 10, 2019 (6:30 AM – 7:30 PM)</td>
</tr>
<tr>
<td>County Canvass</td>
<td>Friday, September 20, 2019 (11AM)</td>
</tr>
<tr>
<td>Last Day to File an Election Protest*</td>
<td>Friday, September 20, 2019</td>
</tr>
</tbody>
</table>

#### October Municipal Election (October 8, 2019)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentee Voting by Mail Begins</td>
<td>Friday, September 6, 2019</td>
</tr>
<tr>
<td>Voter Registration Deadline</td>
<td>Friday, September 13, 2019 (5 PM)</td>
</tr>
<tr>
<td>Voter Challenge Deadline</td>
<td>Friday, September 13, 2019 (5 PM)</td>
</tr>
<tr>
<td>One-stop Voting Begins</td>
<td>Wednesday, September 18, 2019</td>
</tr>
<tr>
<td>Last day to File an Election protest for irregularity other than vote count or tabulation</td>
<td>Tuesday, September 24, 2019</td>
</tr>
<tr>
<td>Last Day to Request an Absentee Ballot</td>
<td>Tuesday, October 1, 2019 (5 PM)</td>
</tr>
<tr>
<td>One-stop Voting Ends</td>
<td>Friday, October 4, 2019</td>
</tr>
<tr>
<td>Last Day to Return an Absentee Ballot</td>
<td>Tuesday, October 8, 2019 (5 PM)</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday, October 8, 2019 (6:30 AM – 7:30 PM)</td>
</tr>
<tr>
<td>County Canvass</td>
<td>Friday, October 18, 2019 (11 AM)</td>
</tr>
<tr>
<td>Last Day to File an Election Protest*</td>
<td>Monday, October 22, 2019</td>
</tr>
</tbody>
</table>

#### November Municipal Election (November 5, 2019)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentee Voting by Mail Begins (October 6 falls on a Sunday)</td>
<td>Friday, October 4, 2019</td>
</tr>
<tr>
<td>Voter Registration Deadline</td>
<td>Friday, October 11, 2019 (5 PM)</td>
</tr>
<tr>
<td>Voter Challenge Deadline</td>
<td>Friday, October 11, 2019 (5 PM)</td>
</tr>
<tr>
<td>One-stop Voting Begins</td>
<td>Wednesday, October 16, 2019</td>
</tr>
<tr>
<td>Last Day to Request an Absentee Ballot</td>
<td>Tuesday, October 29, 2019 (5 PM)</td>
</tr>
<tr>
<td>One-stop Voting Ends</td>
<td>Friday, November 1, 2019</td>
</tr>
<tr>
<td>Last Day to Return an Absentee Ballot</td>
<td>Tuesday, November 5, 2019 (5 PM)</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday, November 5, 2019 (6:30 AM – 7:30 PM)</td>
</tr>
<tr>
<td>County Canvass Day</td>
<td>Friday, November 15, 2019 (11 AM)</td>
</tr>
<tr>
<td>Last Day to File an Election Protest*</td>
<td>Monday, November 19, 2019</td>
</tr>
</tbody>
</table>

* If the election protest concerns the ballot count or election equipment, the protest must be received before the beginning of the county canvass meeting, unless the protest states good cause for the delay in filing. All election protests must be submitted on an official protest form.
1 CANDIDATE FILING

1.1 FILING PERIOD:
Filing for municipal candidates begins at noon on **Friday, July 5, 2019** and ends at noon on **Friday, July 19, 2019**. Check with your local board of elections for the filing period of school board or other local offices.

A. General Candidacy Requirements
To file for office in North Carolina:

- You must be a registered voter qualified to vote in an election for the office sought
- You must be at least 21 years of age as of the date of the general election
- You may not be serving an active felony sentence, including any period of probation or parole

B. Party Affiliation
No one is permitted to file as a candidate in a party primary unless he or she has been affiliated with that party for at least 90 days as of the date of that person's filing of notice of candidacy. A person registered as "unaffiliated" is ineligible to file as a candidate in a partisan primary election.

§ 163A-973
Eligibility to File. – No person shall be permitted to file as a candidate in a party primary unless that person has been affiliated with that party for at least 90 days as of the date of that person filing such notice of candidacy. A person registered as "unaffiliated" shall be ineligible to file as a candidate in a party primary election.

1.2 NOTICE OF CANDIDACY
Each person seeking to become a candidate for municipal office must file a notice of candidacy with the proper board of elections. The State Board of Elections provides a Notice of Candidacy form, which is available on its website. You may also receive a blank form from any county board of elections. Candidates seeking municipal office must file their notices of candidacy no earlier than **12:00 noon on the first Friday in July** and no later than **12:00 noon on the third Friday in July** preceding the election. A mailed notice of candidacy must be received by the board of elections before the filing deadline regardless of the time it was deposited in the mail.

A. Candidate’s Signature
Each candidate must sign the notice of candidacy in the presence of the chair or secretary of the relevant board of elections. Alternatively, a candidate may have his or her signature on the notice of candidacy acknowledged and certified by a Notary Public, in which case the candidate may mail or have the notice of candidacy delivered by commercial courier service to the appropriate board of elections before the deadline.

In signing the notice of candidacy, the candidate shall either:

- use his or her legal name (an initial may be used for a middle name, if applicable), and in the candidate’s discretion may also include any nickname by which he or she is commonly known; or
- provide a signed affidavit that the candidate has been known by a certain nickname for at least five years prior to the date of the affidavit, in which case he or she may sign with the nickname in lieu of the legal first name and any middle initial or name. A candidate may not use a last name other than his or her legal last name.
B. Only One Office Per Election
No person may file for more than one office for any one election. A person who has filed a notice of candidacy may not subsequently file for any other office when the election is on the same date unless the notice for the first office is withdrawn by the deadline. For example, the withdrawal period for the municipal filing period is July 16, 2019, by 5 PM.

C. Candidate’s Name on the Ballot
The names of the candidates will appear on the official ballots as they appear on the notice of candidacy. No title, appendage, or appellation indicating rank, status, or position shall be printed on the official ballot in connection with a candidate's name, though candidates may use the title Mr., Mrs., Miss, or Ms. Legitimate nicknames may be permitted on an official ballot, but only if listed on the notice of candidacy. The nickname, which will appear in parentheses on the ballot, may not mislead voters or unduly advertise the candidacy. If a candidate is providing an affidavit to permit the use of a nickname with his or her legal last name, the affidavit shall include the way the ballot shall list the candidate’s name (as permitted by law) in the event that another candidate with the same last name files for the same office.

The table below provides examples of what is and what is not acceptable for the candidate name on ballot if the candidate’s name is George Eugene Smith.

<table>
<thead>
<tr>
<th>Candidate Names On Ballots</th>
<th>Candidate Name on Ballot Example(s):</th>
</tr>
</thead>
</table>
| ❶ A candidate may use either first or middle name before the last name (no nickname affidavit necessary) | George Smith  
Eugene Smith |
| ❷ A candidate may abbreviate using the first letter of either his first or middle name (but not last name) (no nickname affidavit necessary). | G. Smith  
G. E. Smith  
George E. Smith  
G. Eugene Smith |
| ❸ A candidate may choose to include a suffix (no nickname affidavit necessary). | George Smith  
George Smith, Jr.  
George Smith III |
| ❹ The ONLY title allowed along with a name is Mr./Mrs./Miss/Ms. | Mr. George Smith  
General George Smith  
Judge George Smith  
Hon. George Smith |
| ❼ If a nickname affidavit is completed, the nickname must either be used in place of the first or middle name, or following the first/middle name in parenthesis. Nicknames that indicate rank, status or position are prohibited. Any shortening of a name as it appears in the voter record, other than abbreviation to the first letter, requires a nickname affidavit (such as “Dave” if the voter registration lists the first name as “David”) | George (Joey) Smith  
George E. (Joey) Smith  
George Eugene (Joey) Smith  
Eugene (Joey) Smith  
Joey Smith |

D. Filing Fee
The fee for filing for municipal office is fixed by the governing board. The fee may be set no later than the day before the start of municipal candidate filing. At a minimum, the fee is $5.00, but the governing board has the authority to set the
filing fee at an amount that is not in excess of one percent (1%) of the annual salary of the office sought. The fee must be paid to the board of elections at the time the notice of candidacy is filed.

E. Disclosure of Felony Conviction
The Notice of Candidacy form provided by the State Board of Elections includes a statement that addresses whether the candidate has ever been convicted of a felony. Candidates are required by law to file a statement that answers the following question: “Have you ever been convicted of a felony?” Candidates who answer “yes” to this question must provide the name of the offense, date of conviction, date of restoration of citizenship rights, and the county and state of conviction. Use a Felony Disclosure Form, available on the State Board of Elections’ website (NCSBE.gov), for this purpose. It is a Class I felony for an individual to knowingly provide untrue information in response to this question.

A candidate is not required to disclose a felony conviction if the conviction were dismissed as a result of reversal on appeal or resulted in a pardon of innocence or expungement. A prior felony conviction does not preclude holding elective office if the candidate’s rights of citizenship have been restored.

If a candidate fails to complete the felony disclosure statement, the board of elections that accepted the filing will notify the candidate of the omission, at which point the candidate has 48 hours to complete the statement. If a candidate does not complete the statement at the time of filing or within 48 hours after the notice, the individual's filing is not considered complete, the individual's name shall not appear on the ballot as a candidate, and votes for the individual shall not be counted. It is a Class I felony to complete the form knowing that information as to a felony conviction or the restoration of citizenship is untrue.

The notice of candidacy is a public record in the office of the board of elections where the candidate files.

F. Withdrawal of Notice of Candidacy
Any person who has filed a notice of candidacy for an office has the right to withdraw it at any time prior to the close of business on the third business day prior to the last day of the candidate filing period. The deadline for withdrawal of notice of candidacy for 2019 elections is Tuesday, July 16, 2019, by 5 PM. The name of any candidate who does not withdraw by the deadline shall be printed on the ballot. Any votes received by that candidate shall be counted. The filing fee will not be refunded.

G. Qualification and Disqualification
Only persons who are registered to vote in the municipality (or other local jurisdiction) shall be permitted to file notice of candidacy. The county board of elections may cancel the notice of candidacy of any candidate who is not qualified for the office being sought. The board of elections shall give notice of cancellation to any candidate whose notice of candidacy has been cancelled by mail or by having notice served on the candidate by the county sheriff.

1.3 CANDIDATE CHALLENGES AND ELECTION PROTESTS

A. Challenges: When, How and Grounds for a Challenge
A challenge to a candidate must be filed with the board of elections that received the notice of candidacy or petition no later than ten business days after the close of the filing period. The challenge must be made in a verified affidavit by a challenger, based on the challenger’s reasonable suspicion or belief of the facts stated. The grounds for filing a challenge are that the candidate does not meet the constitutional or statutory qualifications for the office, including residency.
B. Election Protest

If a challenger discovers grounds for challenging a candidate after the deadline, those grounds may be the basis for an “election protest” (G.S. §§ 163A-1026(c) and 163A-1177). Only registered voters eligible to participate in the election in question and candidates in the election in question are permitted to protest the election.

The timing for filing a protest depends upon the nature of the alleged irregularity. A county board shall not delay canvass for election protests that do not relate to (1) the vote count or (2) a number of votes that could change the outcome of an election within the jurisdiction of the county board.

<table>
<thead>
<tr>
<th>Alleged Irregularity</th>
<th>Filing Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manner in which votes were counted or results tabulated</td>
<td>Before the beginning of the county canvass meeting</td>
</tr>
<tr>
<td>Manner in which votes were counted or results tabulated AND statement of good cause for delay in filing</td>
<td>5 PM on the 2nd business day after the county has completed canvass &amp; declared results</td>
</tr>
<tr>
<td>Irregularity other than vote counting or results tabulation</td>
<td>5 PM on the 2nd business day after the county has completed its canvass &amp; declared results</td>
</tr>
</tbody>
</table>

Note that according to G.S. § 163A-1177(b)(4)d., if the protest filed before Election Day concerns an irregularity other than vote counting or results tabulation, the protest proceedings shall be stayed until after Election Day (unless a party defending against the protest moves otherwise) if any one of the following conditions exists:

- The ballot has been printed
- The voter registration deadline for that election has passed
- Any of the proceedings will occur within 30 days before Election Day.

Persons who wish to file a protest shall use form prescribed by the State Board of Elections (08 NCAC 02 .0111).

Article 19


As used in this Article, the following terms mean:

1. Reserved.
2. Candidate. – A person having filed a notice of candidacy under the appropriate statute for any elective office in this State.
3. Challenger. – Any qualified voter registered in the same district as the office for which the candidate has filed or petitioned.
4. Office. – The elected office for which the candidate has filed or petitioned.

§ 163A-1026. When and how a challenge to a candidate may be made.

(a) When. – A challenge to a candidate may be filed under this Part with the board of elections receiving the notice of the candidacy or petition no later than 10 business days after the close of the filing period for notice of candidacy or petition.
(b) How. – The challenge must be made in a verified affidavit by a challenger, based on reasonable suspicion or belief of the facts stated. Grounds for filing a challenge are that the candidate does not meet the constitutional or statutory qualifications for the office, including residency.

(c) If Defect Discovered After Deadline, Protest Available. – If a challenger discovers one or more grounds for challenging a candidate after the deadline in subsection (a) of this section, the grounds may be the basis for a protest under G.S. 163A-1177.

§ 163A-1027. Panel to conduct the hearing on a challenge.

Upon filing of a challenge, a panel shall hear the challenge, as follows:

(1) Single county. – If the district for the office subject to the challenge covers territory in all or part of only one county, the panel shall be the county board of elections of that county.

(2) Multicounty but less than entire State. – If the district for the office subject to the challenge contains territory in more than one county but is less than the entire State, the Board shall appoint a panel within two business days after the challenge is filed. The panel shall consist of at least one member of the county board of elections in each county in the district of the office. The panel shall have an odd number of members, no fewer than three and no more than five. In appointing members to the panel, the Board shall appoint members from each county in proportion to the relative total number of registered voters of the counties in the district for the office. If the district for the office subject to the challenge covers more than five counties, the panel shall consist of five members with at least one member from the county receiving the notice of candidacy or petition and at least one member from the county of residency of the challenger. The Board shall, to the extent possible, appoint members affiliated with different political parties in proportion to the representation of those parties on the county boards of elections in the district for the office. The Board shall designate a chair for the panel. A meeting of the Board to appoint a panel under this subdivision shall be treated as an emergency meeting for purposes of G.S. 143-318.12.

(3) Entire State. – If the district for the office subject to the challenge consists of the entire State, the panel shall be the Board.

§ 163A-1028. Conduct of hearing by panel.

(a) The panel conducting a hearing under this Article shall do all of the following:

(1) Within five business days after the challenge is filed, designate and announce the time of the hearing and the facility where the hearing will be held. The hearing shall be held at a location in the district reasonably convenient to the public, and shall preferably be held in the county receiving the notice of the candidacy or petition. If the district for the office covers only part of a county, the hearing shall be at a location in the county convenient to residents of the district, but need not be in the district.
(2) Allow for depositions prior to the hearing, if requested by the challenger or candidate before the time of the hearing is designated and announced.
(3) Issue subpoenas for witnesses or documents, or both, upon request of the parties or upon its own motion.
(4) Render a written decision within 20 business days after the challenge is filed and serve that written decision on the parties.

(b) Notice of Hearing. – The panel shall give notice of the hearing to the challenger, to the candidate, other candidates filing or petitioning to be elected to the same office, to the county chair of each political party in every county in the
district for the office, and to those persons who have requested to be notified. Each person given notice shall also be
given a copy of the challenge or a summary of its allegations.

Failure to comply with the notice requirements in this subsection shall not delay the holding of a hearing nor
invalidate the results if the individuals required by this section to be notified have been notified.

(c) Conduct of Hearing. – The hearing under this Article shall be conducted as follows:

(1) The panel may allow evidence to be presented at the hearing in the form of affidavits supporting
documents, or it may examine witnesses. The chair or any two members of the panel may subpoena
witnesses or documents. The parties shall be allowed to issue subpoenas for witnesses or documents, or
both, including a subpoena of the candidate. Each witness must be placed under oath before testifying. The
Board shall provide the wording of the oath to the panel.
(2) The panel may receive evidence at the hearing from any person with information concerning the subject of
the challenge, and such presentation of evidence shall be subject to Chapter 8C of the General Statutes. The
challenger shall be permitted to present evidence at the hearing, but the challenger shall not be required to
testify unless subpoenaed by a party. The panel may allow evidence to be presented by a person who is
present.
(3) The hearing shall be recorded by a reporter or by mechanical means, and the full record of the hearing
shall be preserved by the panel until directed otherwise by the Board.
(d) Findings of Fact and Conclusions of Law by Panel. – The panel shall make a written decision on each
challenge by separately stating findings of facts, conclusions of law, and an order.

(e) Rules by Board. – The Board shall adopt rules providing for adequate notice to parties, scheduling of hearings, and
the timing of deliberations and issuance of decisions.


(a) The burden of proof shall be upon the candidate, who must show by a preponderance of the evidence of the
record as a whole that he or she is qualified to be a candidate for the office.

(b) If the challenge is based upon a question of residency, the candidate must show all of the following:
(1) An actual abandonment of the first domicile, coupled with an intent not to return to the first domicile.
(2) The acquisition of a new domicile by actual residence at another place.
(3) The intent of making the newer domicile a permanent domicile.

§ 163A-1030. Appeals.

(a) Appeals from Single or Multicounty Panel. – The decision of a panel created under G.S. 163A-1027(1) or G.S. 163A-
1027(2) may be appealed as of right to the Board by any of the following:
(1) The challenger.
(2) A candidate adversely affected by the panel’s decision.

Appeal must be taken within two business days after the panel serves the written decision on the parties. The
written appeal must be delivered or deposited in the mail to the Board by the end of the second business day after
the written decision was filed by the panel. The Board shall prescribe forms for filing appeals from a panel’s decision
in a challenge. The Board shall base its appellate decision on the whole record of the hearing conducted by the panel.
and render its opinion on an expedited basis. From the final order or decision by the Board under this subsection, appeal as of right lies directly to the Court of Appeals. Appeal shall be filed no later than two business days after the Board files its final order or decision in its office.

(b) Appeals from Statewide Panel. – The decision of a panel created under G.S. 163A-1027[3] may be appealed as of right to the Court of Appeals by any of the following:

1. The challenger.
2. A candidate adversely affected by the panel's decision.

Appeal must be taken within two business days after the panel files the written decision. The written appeal must be delivered or deposited in the mail to the Court of Appeals by the end of the second business day after the written decision was filed by the panel.
2 Voter Registration

To vote in North Carolina, a person must be a qualified registered voter. “Qualified” means that a person must be a U.S. citizen, be at least 18 years of age by the date of the general election or at least 16 years old and understand that he or she must be at least 18 years old on Election Day of the general election, be a resident in the precinct for at least 30 days prior to the election\(^1\), and must not be serving an active felony sentence including any period of probation or parole\(^2\).

2.1 Voter Registration Requirements

To register to vote, change party affiliation or unaffiliated status, or report a name or address change, a voter registration applicant must complete a proper voter registration application. The applicant may use a form developed by the State Board of the Elections or may use the Federal Voter Registration Application, available at www.EAC.gov.

§ 163A-862. Voter registration application forms.

(a) Form Developed by State Board of Elections. – The State Board of Elections shall develop an application form for voter registration. Any person may use the form to apply to do any of the following:

1. Register to vote.
2. Change party affiliation or unaffiliated status.
3. Report a change of address within a county.
4. Report a change of name.
5. Preregister to vote \(^3\)

The county board of elections for the county where the applicant resides shall accept the form as application for any of those purposes if the form is submitted as set out in G.S. 163A-862.

(b) Interstate Form. – The county board of elections where an applicant resides shall accept as application for any of the purposes set out in subsection (a) of this section the interstate registration form designed by the Federal Election Commission pursuant to section 9 of the National Voter Registration Act, if the interstate form is submitted in accordance with G.S. 163A-865.

2.2 Voter Registration Deadline

The deadline for a person to register to vote or for an existing voter to change name, address, or party affiliation is 25 days before the date of an election. The deadline for military and overseas citizens (UOCAVA) is the close of business on the day before Election Day.

The voter registration deadlines for the upcoming 2019 election events are:

\(^1\) Removal from one precinct to another in this State shall not operate to deprive any person of the right to vote in the precinct from which the person has removed until 30 days after the person’s removal. G.S. § 163A-841(a).
\(^2\) Any person adjudged guilty of a felony in North Carolina or the United States, or adjudged guilty of a felony in another state that would also be a felony if it had been committed in North Carolina, shall not be allowed to vote unless that person’s rights of citizenship have been restored in the manner prescribed by law. G.S. § 163A-841(a)(2). Citizenship and voting rights are automatically restored upon completion of the sentence. No special document is required.
\(^3\) The law permitting preregistration has been judicially restored by NAACP v. McCrory, 831 F.3d 204 (2017), but the text of the published law has not changed.
**2019 CANDIDATE FILING GUIDE**

<table>
<thead>
<tr>
<th>Election</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Voter Registration</strong></td>
<td>September Municipal</td>
</tr>
<tr>
<td><strong>UOCAVA Voter Registration</strong></td>
<td>September Municipal</td>
</tr>
<tr>
<td><strong>Regular Voter Registration</strong></td>
<td>October Municipal</td>
</tr>
<tr>
<td><strong>UOCAVA Voter Registration</strong></td>
<td>October Municipal</td>
</tr>
<tr>
<td><strong>Regular Voter Registration</strong></td>
<td>November General</td>
</tr>
<tr>
<td><strong>UOCAVA Voter Registration</strong></td>
<td>November General</td>
</tr>
</tbody>
</table>

* A mailed voter registration form that is received with a missing or unclear postmark must be received by 5 PM on:
  - **August 21, 2019**, for the September Municipal;
  - **September 18, 2019**, for the October Municipal; and
  - **October 16, 2019**, for the November Statewide general.

### 2.3 Same-Day Registration

“Same-day registration” permits individuals who are not registered in a county to register and vote at the same time during the one-stop early voting period. Individuals who are already registered in a county may update their name and address information -- but not party affiliation -- during the one-stop absentee voting period.

Same-day registrants must attest to their eligibility and provide proof of residence. Proof of residence may consist of any of the following valid documents showing the voter’s current name and residence address:

**Current and valid photo ID:**
- NC driver license or identification card,
- Photo ID issued from a government agency,

**Document showing name and current address of the applicant:**
- Utility bill (including mobile service providers)
- Paycheck from an employer
- Private bank statement
- Property tax statement issued by a governmental agency
- Vehicle registration issued by a governmental agency
- Government check, including any Social Security, employment, pension, benefit, or reimbursement check from any government entity
- Government invoice, statement, or receipt
- Public housing identification card, lease, or rental statement
- Public educational institution documents, including any student card, transcript, tuition statement, invoice, or receipt issued by any public educational institution
- Government insurance plan card, drug discount card, or drug prescription issued by a government care facility (including military facilities)
- Discharge certificates, pardons, or other government documents issued in connection with the resolution of a criminal case, indictment, sentence, or other matter
- Public transportation authority cards, invoices, receipts or correspondence
- Public assistance or disability agency documents
- Documents issued by any government shelter, or temporary/transitional housing facility
- Drug prescription issued by a government doctor or other governmental health care provider
- College and university roster used in conjunction with school photo ID
2.4 Voter Registration Drives

Any person, group, organization, committee, campaign, political party, employer, or any other entity may conduct a voter registration drive. There is no special license or training necessary, nor is there any requirement to register as a political action committee in order to conduct a voter registration drive. The decision to conduct a voter registration drive is an important one. Voter registration is fundamental to elections. Assisting qualified citizens in becoming registered voters and involving them in the democratic process is a worthy cause and carries with it certain responsibilities.

A. Legal Requirements for Voter Registration Drives

Any person who conducts a voter registration drive is responsible for understanding the legal requirements and the legal penalties for failure to comply with G.S. § 163A-865.

§ 163A-865. Acceptance of application forms.

(a) How the Form May Be Submitted. – The county board of elections shall accept any form described in G.S. § 163A-862 if the applicant submits the form by mail, facsimile transmission, transmission of a scanned document, or in person. The applicant may delegate the submission of the form to another person. Any person who communicates to an applicant acceptance of that delegation shall deliver that form so that it is received by the appropriate county board of elections in time to satisfy the registration deadline in subdivision (1) or (2) of subsection (d) of this section for the next election. It shall be an affirmative defense to a charge of failing to make a good faith effort to deliver the form that the delegatee informed the applicant that the form would not likely be delivered in time for the applicant to vote in the next election. It shall be a Class 2 misdemeanor for any person to sell or attempt to sell a completed voter registration form or to condition its delivery upon payment.

(b) Misdemeanors. – It shall be a Class 2 misdemeanor for any person to do any of the following:

1. To communicate to the applicant acceptance of the delegation described in subsection (a) of this section and then fail to make a good faith effort to deliver the form so that it is received by the county board of elections in time to satisfy the registration deadline in subdivision (1) or (2) of subsection (d) of this section for the next election. It shall be an affirmative defense to a charge of failing to make a good faith effort to deliver a delegated form by the registration deadline that the delegatee informed the applicant that the form would not likely be delivered in time for the applicant to vote in the next election.

2. To sell or attempt to sell a completed voter registration form or to condition its delivery upon payment.

3. To change a person’s information on a voter registration form prior to its delivery to a county board of elections.

4. To coerce a person into marking a party affiliation other than the party affiliation the person desires.

5. To offer a person a voter registration form that has a party affiliation premarked unless the person receiving the form has requested the premarking.

(c) Signature. – The form shall be valid only if signed by the applicant. An electronically captured signature, including signatures on applications generated by computer programs of third-party groups, shall not be valid on a voter registration form, except as provided in Part 2 of Article 21 of this Chapter. Notwithstanding the provisions of this subsection, an electronically captured image of the signature of a voter on an electronic voter registration form
offered by a State agency shall be considered a valid signature for all purposes for which a signature on a paper voter registration form is used.

(d) Registration Deadlines for a Primary or Election. – In order to be valid for a primary or election, the form:
   (1) If submitted by mail, must be postmarked at least 25 days before the primary or election, except that any mailed application on which the postmark is missing or unclear is validly submitted if received in the mail not later than 20 days before the primary or election,
   (2) If submitted in person, by facsimile transmission, or by transmission of a scanned document, must be received by the county board of elections by a time established by that board, but no earlier than 5:00 P.M., on the twenty-fifth day before the primary or election,
   (3) If submitted through a delegatee who violates the duty set forth in subsection (a) of this section, must be signed by the applicant and given to the delegate not later than 25 days before the primary or election, except as provided in subsection (f) of this section.

....
In summary, voter registration drive organizers and participants must adhere to the following guidelines:

1. You must provide individuals with current, state-approved voter registration forms. These forms may be ordered from the State Board of Elections (if quantities are over 500) by filling out and signing a NC Voter Registration Supplies Order Form and faxing it to the number on the form, or picked up from county boards of elections’ offices (if quantities are below 500). Drive organizers should NOT make copies of the voter registration form available on our website.

2. You must refrain from coercing, threatening, or intimidating any person engaged in the registration or voting process.

3. You must refrain from altering any information placed on the form without the permission of the person registering.

4. If assisting a person in filling out a voter registration form, you must place information on the form that accurately reflects the intent and direction of the person.

5. You should not offer a person a voter registration form that has been pre-marked unless the person receiving the form has requested the pre-marking.

6. You must refrain from giving a partially completed voter registration form to a person for registering, unless that person is made aware of the information already on the form and the person registering does not object to that information. An unaltered blank registration form must be provided to the registrant if requested.

7. You may not refuse to accept completed voter registration forms.

8. You are encouraged to submit completed voter registration forms and any accompanying documentation to the county board of elections in the county in which the applicant resides within 5 business days of receiving the forms, but certainly, no later than the 25th day before an election. Failure to do so could be punishable as a Class 2 misdemeanor.

9. It is a misdemeanor for any person who is not an elections official or who is not otherwise authorized by law to retain a registrant’s signature, full or partial Social Security number, date of birth, or the identity of the public agency at which the registrant registered under G.S. 163A-884, any electronic mail address submitted under Part 2 of Article 17 of this Chapter, or driver license number from any form described in G.S. 163A-862, after submission of the form to the county board of elections or elections official. The information may not be photocopied, transcribed, recorded or transmitted to a database.
B. How to Receive Blank Applications
Voter registration applications may be picked up in county boards of elections offices in quantities up to 500. Larger quantities may be requested from the State Board of Elections.

C. Return Voter Registration Applications to County Board of Elections
Voter registration applications that are collected from applicants should be delivered to the appropriate county board of elections no later than the voter registration deadline for an election. It is recommended that the applications be delivered to the board of elections within five (5) days of receipt. This will ensure that the applicant is timely registered and promptly receives his or her voter registration card. Applications received by the State Board of Elections will be routed to the proper county board of elections, but voter registration drive organizers are strongly encouraged to route completed applications directly to applicants’ proper county board of elections.

2.5 Challenges
The right of a registered voter to challenge another voter’s ballot is provided in Article 17 of Chapter 163A of the North Carolina General Statutes. The voter challenge form was revised in 2018 to reflect the holding in NC Conf. of NAACP v. State Board, 1:16-CV-01274, 2018 WL 3748172 (M.D.N.C. Aug. 7, 2018), and may be accessed here: www.ncsbe.gov/Elections/Legal-Resources. By federal court order, county boards of elections are prohibited from holding a hearing or taking any other action on voter challenges based on (1) change of residency or (2) non-individualized evidence, if filed within 90 days before a federal election. The updated challenge form reflects these changes and also provides information to individuals interested in submitting a challenge.

A. Non-Election Day Voter Registration Challenges
Any registered voter of the county may challenge the right of any person to register, remain registered, or vote in such county. No challenge of a voter to register, remain registered, or vote that is made other than on the day of a primary or election may be made after the 25th day before each primary, general or special election.

Each challenge must be made separately, in writing, under oath, and on the Voter Challenge form, and shall specify the reasons the challenged voter is not entitled to register, remain registered, or vote. The challenge shall be signed by the challenger and include the challenger’s address. The challenge must be filed with the county board of elections in the county where the voter is registered.

The grounds for a challenge listed in G.S. § 163A-911(c) are:

1. That a person is not a resident of the State of North Carolina;
2. That a person is not a resident of the county in which the person is registered, provided that no such challenge may be made if the person removed his or her residence and that period of removal has been less than 30 days;
3. That a person is not a resident of the precinct in which the person is registered, provided that no such challenge may be made if the person removed his or her residence and that period of removal has been less than 30 days;
4. That a person is not 18 years of age, or if the challenge is made within 60 days before a primary, that the person will not be 18 years of age by the next general election;
5. That a person has been adjudged guilty of a felony and is ineligible to vote under G.S. § 163A-841(2);
6. That a person is dead;
7. That a person is not a citizen of the United States;
8. With respect to municipal registration only, that a person is not a resident of the municipality in which the person is registered; or
9. That the person is not who he or she represents himself or herself to be.
Any voter who challenges another voter’s right to vote in any municipal or special district election must reside in such municipality or special district.  

G.S. § 163A-1598(a)

B. Election Day Challenges
Any registered voter of the county may challenge a registered voter of the same county on the day of a primary or election, at the time a registered voter offers to vote. The challenger may enter the voting enclosure to make the challenge, but shall leave that area as soon as the challenge is heard (G.S. § 163A-913).

The challenge may be made for one or more of the reasons in G.S. § 163A-911(c) (listed above), or that the person has already voted in that primary or election. If the challenge is made with respect to voting in a partisan primary, an additional challenge reason is that the person is a registered voter of another political party.

C. Absentee Ballot Challenge
The absentee ballot of any voter may be challenged on the day of any primary or general election beginning no earlier than noon and ending no later than 5PM, or by the chief judge at the time of the closing of the polls. A challenge of an absentee ballot may only be entered by a registered voter of the same precinct.
3 Voting in North Carolina

3.1 Voting in 2019

Voters in North Carolina may either vote in person during the one-stop absentee voting period (early voting) or on Election Day, or a registered voter may request a ballot by mail (absentee voting).

2019 One-stop Early Voting Schedule

The early voting period begins on the third Wednesday prior to the date of an election and ends of the last Friday before Election Day. These are the relevant dates for the 2019 municipal elections.

<table>
<thead>
<tr>
<th>Date</th>
<th>One-stop Begins</th>
<th>One-stop Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/10/2019</td>
<td>August 21, 2019</td>
<td>September 6, 2019</td>
</tr>
<tr>
<td>10/08/2019</td>
<td>September 18, 2019</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>11/05/2019</td>
<td>October 16, 2019</td>
<td>November 1, 2019</td>
</tr>
</tbody>
</table>

Election Day 2019

The hours for voting on Election Day on September 10th, October 8th, and November 5th are from 6:30 AM to 7:30 PM. Any voter who is in line at 7:30 PM will be allowed to vote.

Absensee Voting 2019

Absentee voting by-mail permits any registered voter to request, receive, and return a ballot by mail. Absentee ballots for the September primary election will be available beginning on August 9, 2019. Absentee ballots for the October election will be available beginning on September 6, 2019. Absentee ballots for the election in November will be available beginning on October 4, 2019. Absentee voting is only available in municipal elections if it has been authorized by the municipality.

3.2 In-Person Voting Procedures

Voters may vote in person at early voting sites during the one-stop absentee voting period or at a voting site on Election Day. The in-person voter will enter the voting enclosure and be asked by a precinct official to state his or her current name and residence address. In a primary election, the voter is also asked to state the political party with which he or she is affiliated. An unaffiliated voter must state which party’s primary ballot he or she wishes to vote. The election official will examine the registration list to determine the voter’s eligibility to vote in the current election. The voter is required to sign an authorization to vote document, a one-stop application, poll book, or other voting record, and then he or she will be directed to cast the provided ballot.

(a) Checking Registration. – A person seeking to vote shall enter the voting enclosure through the appropriate entrance. A precinct official assigned to check registration shall at once ask the voter to state current name and residence address. The voter shall answer by stating current name and residence address [ . . . ]

4 The law that requires the voter to present photo identification is not in effect until 2020.
election, that voter shall also be asked to state, and shall state, the political party with which the voter is affiliated or, if unaffiliated, the authorizing party in which the voter wishes to vote. After examination, that official shall state whether that voter is duly registered to vote in that precinct and shall direct that voter to the voting equipment or to the official assigned to distribute official ballots. If a precinct official states that the person is duly registered, the person shall sign the pollbook, other voting record, or voter authorization document in accordance with subsection (c) of this section before voting.

A. Where Voters Should Go on Election Day
On Election Day, registered voters should vote in their assigned precincts to receive the correct ballot style. A voter’s precinct is assigned according to the address where the voter has resided for 30 or more days prior to the date of an election. Voters who present to vote at a polling site other than their assigned precinct will be offered a provisional ballot. The county board of elections will review all provisional applications and use current North Carolina law to determine whether to count part or all of the ballot.

B. Voter Assistance
Any voter is entitled to assistance from the voter’s near relative, which state law defines as the voter’s spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild, as chosen by the voter. The voter need not be disabled in order to receive such assistance.

A voter in any the following categories is entitled to assistance from a person of the voter’s choice, excluding the voter’s employer or agent of that employer, or an officer or agent of the voter’s union:

- A voter who, due to physical disability, is unable to enter the voting booth without assistance.
- A voter who, due to physical disability, is unable to mark a ballot without assistance.
- A voter who, due to illiteracy, is unable to mark a ballot without assistance.
- A voter who, due to blindness, is unable to enter the voting booth or mark a ballot without assistance.

Voters who request assistance at one-stop voting sites are entitled to the same assistance as voters on Election Day. There is no prohibition against a candidate assisting a voter if the voter is entitled to assistance. There is also no prohibition against a person assisting multiple voters if those voters are entitled to assistance. See http://dl.ncsbe.gov/index.html?prefix=sboe/numbermemo/2016/ and click Numbered Memo 2016-16 for additional information.

§ 163A-1139. Assistance to voters.
(a) Any registered voter qualified to vote in the election shall be entitled to assistance with entering and exiting the voting booth and in preparing ballots in accordance with the following rules:

(1) Any voter is entitled to assistance from the voter's spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild, as chosen by the voter.

(2) A voter in any of the following four categories is entitled to assistance from a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union:

a. A voter who, on account of physical disability, is unable to enter the voting booth without assistance.

b. A voter who, on account of physical disability, is unable to mark a ballot without assistance.

c. A voter who, on account of illiteracy, is unable to mark a ballot without assistance.

d. A voter who, on account of blindness, is unable to enter the voting booth or mark a ballot without assistance.
(b) A qualified voter seeking assistance in an election shall, upon arriving at the voting place, request permission from the chief judge to have assistance, stating the reasons. If the chief judge determines that such assistance is appropriate, the chief judge shall ask the voter to point out and identify the person the voter desires to provide such assistance. If the identified person meets the criteria in subsection (a) of this section, the chief judge shall request the person indicated to render the assistance. The chief judge, one of the judges, or one of the assistants may provide aid to the voter if so requested, if the election official is not prohibited by subdivision (a) (2) of this section. Under no circumstances shall any precinct official be assigned to assist a voter qualified for assistance, who was not specified by the voter.

(c) A person rendering assistance to a voter in an election shall be admitted to the voting booth with the voter being assisted. The State Board of Elections shall promulgate rules governing voter assistance, and those rules shall adhere to the following guidelines:

1. The person rendering assistance shall not in any manner seek to persuade or induce any voter to cast any vote in any particular way.
2. The person rendering assistance shall not make or keep any memorandum of anything which occurs within the voting booth.
3. The person rendering assistance shall not, directly or indirectly, reveal to any person how the assisted voter marked ballots, unless the person rendering assistance is called upon to testify in a judicial proceeding for a violation of the election laws.

The graphic below shows the interchange that is expected to occur between an election official and a voter requiring assistance at a North Carolina voting site.

<table>
<thead>
<tr>
<th>The election official will ask the voter:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Is this person here to assist you?&quot;</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>If the voter communicates &quot;yes&quot; then election official will ask the voter:</td>
</tr>
<tr>
<td>&quot;Is this person a near relative?&quot;</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>If the voter communicates &quot;yes&quot; then the near relative must be allowed to assist the voter without further delay, but if the voter communicates &quot;no&quot;, then the election official will say:</td>
</tr>
<tr>
<td>&quot;A voter who needs assistance because the voter is blind, disabled, or unable to read, speak, or write English may receive assistance from a person of the voter's choice. Do you need assistance for one of these reasons?&quot;</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>If the voter communicates &quot;yes&quot; then the election official will ask the voter:</td>
</tr>
<tr>
<td>&quot;Is this person your employer, employer's agent, officer of your union, or agent of your union?&quot;</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>If the voter communicates &quot;no&quot; then the person assisting voter shall be permitted to assist the voter without further delay.</td>
</tr>
</tbody>
</table>
C. Curbside Voting
A qualified voter who is able to travel to a voting place, but is unable to enter the voting enclosure to vote in person without assistance (whether because of age or physical disability or physical barriers at the voting place), is allowed to vote in the vehicle that transported him or her to the site. Every One-Stop site and Election Day polling place provides spaces outside the voting place dedicated to curbside voting. Curbside voters may be assisted in their vehicles according to the same standards that apply to voters who present inside a voting place.

D. Voting in Person in 2020: A Preview
In 2018, North Carolinians voted to add an amendment to the North Carolina State Constitution that requires voters to present photo ID. The requirement is not in effect during the elections of 2019. Beginning in 2020, North Carolina voters will be asked to provide photo identification when voting in-person, with some exceptions.

A more complete description of the Photo ID requirements is available at our website: www.ncsbe.gov/voter-id.

3.3 Absentee Voting by Mail
Voters may choose to vote by mail instead of in person. Any North Carolina registered voter who is qualified to vote in an election may request and receive a mail-in absentee ballot for any election in which absentee voting is allowed. No special circumstance or reason is needed to receive and vote a mail-in absentee ballot. For non-military/overseas voters, an absentee ballot must be requested for each election in which a voter desires to vote absentee by-mail unless certain exceptions apply. Military or overseas voters have special rights under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA). See vap.gov for more information on military and overseas citizens absentee voting.

A. Requesting an Absentee Ballot
To receive a mail-in absentee ballot for an election, a voter or the voter’s near relative (spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild) or legal guardian must use the State Absentee Ballot Request Form to request the ballot.

State Absentee Ballot Request Forms are available on the State Board’s website, NCSBE.gov, or on county boards of elections’ websites. A copy of the form may also be obtained from board of elections offices. It is permissible to make copies of the form for distribution. It is not permissible for candidates, campaigns, individuals or groups to create their own absentee ballot request forms.

A signed and completed State Absentee Ballot Request Form must be received by the county board of elections office no later 5:00 PM on the Tuesday prior to the date of the election for which the ballot is being requested. The form may be mailed, faxed, emailed (meaning the document scanned and attached to an email so that an actual signature is provided), or delivered in person. The table below shows the deadline by which a request for an absentee ballot for an election event in 2019 must be received:

<table>
<thead>
<tr>
<th>Absentee Ballot Return Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>September Election: Tuesday, September 3, 2019</td>
</tr>
<tr>
<td>October Election: Tuesday, October 1, 2019</td>
</tr>
<tr>
<td>November Municipal Election: Tuesday, October 29, 2019</td>
</tr>
</tbody>
</table>

Requests that are received after the absentee request deadline will not be timely. North Carolina law does not make allowances for a postmark date. Requests forms that are delivered by the deadline to the State Board of Elections will be considered timely. However, In the interest of ensuring that county boards of elections are able to promptly process voters’ absentee requests, we strongly recommend that forms be submitted to the appropriate county board of elections.
B. Completing the State Absentee Ballot Request Form
The State Absentee Ballot Request Form may only be signed by the voter or a near relative or legal guardian of the voter. When completing the form, the voter, near relative, or legal guardian must sign and provide the voter’s name, residential address, date of birth, and an identification number for the voter (NC driver license number, NC DMV identification card number, or the last four digits of the voter’s social security number.) If an identification number is not provided on the form, the voter or requestor must submit, along with the completed form, a copy of one of these documents showing the name and residence address of the voter:

- a current utility bill;
- bank statement;
- government check;
- paycheck; or
- other government document.

If a near relative or legal guardian makes the request, the requestor must also provide his or her name and residential address on the request form. If a voter who is seeking a ballot for a partisan primary is registered as unaffiliated, the political party in whose primary the voter wishes to participate must be identified. If a voter who is seeking a ballot for a partisan primary is registered as unaffiliated, the political party in whose primary the voter wishes to participate must be identified. Finally, the voter or requestor must provide the address where the absentee balloting materials shall be mailed if different from the voter’s residential address.

If a registered North Carolina voter (including his or her eligible dependents) is absent due to military service or is currently living overseas, only the actual voter is permitted to complete the State Absentee Ballot Request Form. More information for military and overseas voters is available on the State Board of Elections website (www.ncsbe.gov) or the website of the Federal Voting Assistance Program (www.fvap.gov).

Candidates: Please see the section below called “Absentee Guidance for Candidates” regarding activities candidates may and may not engage in with respect to handling or providing assistance with absentee ballots.

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5 This information enables the board of elections to determine which type of ballot the voter is eligible to receive.
6 This requirement stems from the special rights afforded such a voter under UOCAVA.
# State Absentee Ballot Request Form

**North Carolina**

Fraudulently or falsely completing this form is a Class I felony under Chapter 163 of the NC General Statutes.

I am requesting an absentee ballot for the: [ ] Primary [ ] General [ ] Municipal [ ] Special [ ] Election Date

### Voter Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address (NC Residential Address)</th>
<th>Mailing Address (If different than home address)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Have you lived at this address for more than 30 days? [ ] Yes [ ] No

If “No,” indicate the date of your move: __________ / __________

County of Residence: __________________________

Previous Name (If applicable): ______________________

<table>
<thead>
<tr>
<th>Voter Registration No.</th>
<th>Phone (optional)</th>
<th>Email (optional)</th>
</tr>
</thead>
</table>

### Absentee Voting Information

**Absentee Mailing Address** (Where should the ballot be mailed?):

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

If voter is registered as Unaffiliated and requesting a ballot for a partisan primary, choose a primary ballot preference: [ ] Republican [ ] Democratic [ ] Independent [ ] Non-partisan

If voter is a patient in a hospital, clinic, nursing home or rest home, please indicate whether you will need assistance in marking your ballot. [ ] Yes [ ] No

If “Yes,” what is the name and address of the hospital or facility:

<table>
<thead>
<tr>
<th>Requestor’s Name</th>
<th>Relationship to Voter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>spouse</td>
</tr>
<tr>
<td></td>
<td>child</td>
</tr>
<tr>
<td></td>
<td>brother-in-law</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor’s Address</th>
<th>Name of Corporation (If appointed legal guardian)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Requestor’s Phone</th>
<th>Requestor’s Email</th>
</tr>
</thead>
</table>

### For Military/Overseas Citizens Only (may only be signed by the voter; may not be signed by a near relative/guardian)

Select one of the options below to qualify as a military or overseas voter:

[ ] Member of the Uniformed Services or Merchant Marine on active duty and currently absent from county of residence or an eligible spouse/depenedent.

P.O. Box 7223
Raleigh, NC 27611-7225

Phone: 1-866-522-4723
Fax: 919-715-0135
elections.sbe@ncsbe.gov

### Signature of Voter (voter only)

[ ]

### Signature of Near Relative/Guardian (if applicable)

[ ]

*Date*
§ 163A-1308. Simultaneous issuance of absentee ballots with application (emphasis added).

(a) A qualified voter who desires to vote by absentee ballot, or that voter's near relative or verifiable legal guardian, shall complete a request form for an absentee application and absentee ballots so that the county board of elections receives that completed request form not later than 5:00 P.M. on the Tuesday before the election. That completed written request form shall be in compliance with G.S. 163A-1309. The county board of elections shall enter in the register of absentee requests, applications, and ballots issued the information required in G.S. 163A-1306 as soon as each item of that information becomes available. Upon receiving the completed request form, the county board of elections shall cause to be mailed to that voter a single package that includes all of the following:

1. The official ballots that voter is entitled to vote.
3. An instruction sheet.

The ballots, envelope, and instructions shall be mailed to the voter by the county board's chairman, member, officer, or employee as determined by the board and entered in the register as provided by this Part.


(a) Valid Types of Written Requests. – A completed written request form for an absentee ballot as required by G.S. 163A-1308 is valid only if it is on a form created by the State Board and signed by the voter requesting absentee ballots or that voter's near relative or verifiable legal guardian. The State Board shall make the form available at its offices, online, and in each county board of elections office, and that form may be reproduced. A voter may make a request in person or by writing to the county board for the form to request an absentee ballot. The request form for an absentee ballot shall require at least the following information:

1. The name and address of the residence of the voter.
2. The name and address of the voter's near relative or verifiable legal guardian if that individual is making the request.
3. The address of the voter to which the application and absentee ballots are to be mailed if different from the residence address of the voter.
4. One or more of the following in the order of preference:
   a. The number of the voter's North Carolina driver license issued under Article 2 of Chapter 20 of the General Statutes, including a learner’s permit or a provisional license.
   b. The number of the voter's special identification card for nonoperators issued under G.S. 20-37.7.
   c. The last four digits of the applicant's social security number.
5. The voter's date of birth.
6. The signature of the voter or of the voter's near relative or verifiable legal guardian if that individual is making the request.

(b) A completed request form for an absentee ballot shall be deemed a request to update the official record of voter registration for that voter and shall be confirmed in writing in accordance with G.S. 163A-877(d).

(c) The completed request form for an absentee ballot shall be delivered to the county board of elections. If the voter does not include the information requested in subdivision (a)(4) of this section, a copy of a document listed in G.S. 163A-1144(a)(2) shall accompany the completed request form.
(d) Upon receiving a completed request form for an absentee ballot, the county board shall confirm that voter’s registration. If that voter is confirmed as a registered voter of the county, the absentee ballots and certification form shall be mailed to the voter, unless personally delivered in accordance with G.S. 163A-1308(b). If the voter’s official record of voter registration conflicts with the completed request form for an absentee ballot or cannot be confirmed, the voter shall be so notified. If the county board cannot resolve the differences, no application or absentee ballots shall be issued.

(e) Invalid Types of Written Requests. – A request is not valid if it does not comply with subsection (a) of this section. If a county board of elections receives a request for an absentee ballot that does not comply with subsection (a) of this section, the board shall not issue an application and ballot under G.S. 163A-1308.

C. Receiving the Absentee Ballot

Once absentee ballots are available, the county board of elections will respond to a valid request by mailing an absentee ballot to the address provided on the request form. In 2019, absentee ballots will be available by the following dates for each election event:

<table>
<thead>
<tr>
<th>Municipal Elections</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10 Election</td>
<td>Friday, July 26, 2019&lt;sup&gt;7&lt;/sup&gt;</td>
</tr>
<tr>
<td>October 8 Election</td>
<td>Friday, September 6, 2019&lt;sup&gt;8&lt;/sup&gt;</td>
</tr>
<tr>
<td>November 5 Election</td>
<td>Friday, October 4, 2019&lt;sup&gt;9&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

The absentee balloting materials will consist of:

- a blank official absentee ballot;
- absentee voting instructions; and
- the Absentee Application and Certificate found on the back of the ballot’s container-return envelope.

When the ballot is received, no person other than the voter or his or her near relative may take possession of a voter’s ballot, unless the voter has a disability or impairment and the assistance of another person is required.

D. Voting an Absentee Ballot

In the presence of two witnesses (or one witness if the witness is a Notary Public), the voter shall mark the ballot, or, if the voter is unable to mark the ballot, cause it to be marked according to the voter’s instructions. Any person who assisted the voter must also sign and date the certificate in the proper place on the envelope.

Once the ballot is marked, the voter or a person assisting the voter must:

<sup>7</sup> Elections that involve a federal contest require that absentee ballots be available no later than 45 days prior to the date of election. Since the 45<sup>th</sup> day falls on a Saturday (July 27), the date by which ballots must be available is pushed back to Friday (July 26).

<sup>8</sup> Thirty days before the October election (September 9) falls on a Sunday in 2019, pushing back the date by which ballots must be available to the previous Friday (September 6).

<sup>9</sup> Thirty days before the November election (October 6) falls on a Sunday in 2019, pushing back the date by which ballots must be available to the previous Friday (October 4).
1. seal the ballot in the container-return envelope, and
2. complete the *Absentee Application and Certificate* on the back of the ballot container-return envelope.

The voter’s two witnesses must, after observing that the voter marking the ballot, must complete and sign the envelope in the space designated as *Witnesses’ Certification*. If a voter used the services of a Notary Public as a sole witness, the notary will sign the *Alternative Notary-Witness Certification*.

The following individuals are prohibited from serving as a witness on an absentee ballot:

- A person who is younger than 18;
- An owner, manager, director, employee of the hospital, clinic, nursing home, or rest home in which the voter is a patient or resident;
- An individual who holds any elective office under the United States, this state, or any political subdivision of this State;
- An individual who is a candidate for nomination or election to such office, unless the voter is the candidate’s near relative; or
- An individual who holds any office in a state, congressional district, county, or precinct political party or organization, or who is a campaign manager or treasurer for any candidate or political party; provided that a delegate to a convention shall not be considered a party office.

§ 163A-1298 Certain acts declared felonies.

(a) Any person who shall, in connection with absentee voting in any election held in this State, do any of the acts or things declared in this section to be unlawful, shall be guilty of a Class I felony. It shall be unlawful:

1. For any person except the voter’s near relative or the voter’s verifiable legal guardian to assist the voter to vote an absentee ballot when the voter is voting an absentee ballot other than under the procedure described in G.S. 163A-1300, 163A-1301, 163A-1302, 163A-1303, and 163A-1304; provided that if there is not a near relative or legal guardian available to assist the voter, the voter may request some other person to give assistance;
2. For any person to assist a voter to vote an absentee ballot under the absentee voting procedure authorized by G.S. 163A-1300, 163A-1301, 163A-1302, 163A-1303, and 163A-1304 except as provided in that section;
3. For a voter who votes an absentee ballot under the procedures authorized by G.S. 163A-1300, 163A-1301, 163A-1302, 163A-1303, and 163A-1304 to vote that voter’s absentee ballot outside of the voting booth or private room provided to the voter for that purpose in or adjacent to the office of the county board of elections or at the additional site provided by G.S. 163A-1302, or to receive assistance except as provided in G.S. 163A-1300, 163A-1301, 163A-1302, 163A-1303, and 163A-1304.
4. For any owner, manager, director, employee, or other person, other than the voter's near relative or verifiable legal guardian, to (i) make a written request pursuant to G.S. 163A-1308 or (ii) sign an application or certificate as a witness, on behalf of a registered voter, who is a patient in any hospital, clinic, nursing home or rest home in this State or for any owner, manager, director, employee, or other person other than the voter's near relative or verifiable legal guardian, to mark the voter's absentee ballot or assist such a voter in marking an absentee ballot. This subdivision does not apply to members, employees, or volunteers of the county board of elections, if those members, employees, or volunteers are working as part of a multipartisan team trained and authorized by the county board of elections to assist voters with absentee ballots. Each witness should not observe so closely that he or she is able to see what votes the voter marked. What is required is that the witness sees that the voter is voting the ballot.
county board of elections shall train and authorize such teams, pursuant to procedures which shall be adopted by the State Board of Elections. If neither the voter's near relative nor a verifiable legal guardian is available to assist the voter, and a multipartisan team is not available to assist the voter within seven calendar days of a telephonic request to the county board of elections, the voter may obtain such assistance from any person other than (i) an owner, manager, director, employee of the hospital, clinic, nursing home, or rest home in which the voter is a patient or resident; (ii) an individual who holds any elective office under the United States, this State, or any political subdivision of this State; (iii) an individual who is a candidate for nomination or election to such office; or (iv) an individual who holds any office in a State, congressional district, county, or precinct political party or organization, or who is a campaign manager or treasurer for any candidate or political party; provided that a delegate to a convention shall not be considered a party office. None of the persons listed in (i) through (iv) of this subdivision may sign the application or certificate as a witness for the patient.

(5) For any person to take into that person's possession for delivery to a voter or for return to a county board of elections the absentee ballot of any voter, provided, however, that this prohibition shall not apply to a voter's near relative or the voter's verifiable legal guardian;

(6) Except as provided in subsections (1), (2), (3) and (4) of this section, G.S. 163A-1310(a) and G.S. 163A-1300(e), for any voter to permit another person to assist the voter in marking that voter's absentee ballot, to be in the voter's presence when a voter votes an absentee ballot, or to observe the voter mark that voter's absentee ballot.

(b) The State Board or a county board of elections, upon receipt of a sworn affidavit from any qualified voter of the State or the county, as the case may be, attesting to first-person knowledge of any violation of subsection (a) of this section, shall transmit that affidavit to the appropriate district attorney, who shall investigate and prosecute any person violating subsection (a).

§ 163A-1317. Certain violations of absentee ballot law made criminal offenses.

(a) False Statements under Oath Made Class 2 Misdemeanor. – If any person shall willfully and falsely make any affidavit or statement, under oath, which affidavit or statement under oath, is required to be made by the provisions of this Article, he shall be guilty of a Class 2 misdemeanor.

(b) False Statements Not under Oath Made Class 2 Misdemeanor. – Except as provided by G.S. 163A-1389(16), if any person, for the purpose of obtaining or voting any official ballot under the provisions of this Part, shall willfully sign any printed or written false statement which does not purport to be under oath, or which, if it purports to be under oath, was not duly sworn to, he shall be guilty of a Class 2 misdemeanor.

(c) Candidate Witnessing Absentee Ballots of Nonrelative Made Class 2 Misdemeanor. – A person is guilty of a Class 2 misdemeanor if that person acts as a witness under G.S. 163A-1310(a) in any primary or election in which the person is a candidate for nomination or election, unless the voter is the candidate's near relative as defined in G.S. 163A-1308(h).

(d) Fraud in Connection with Absentee Vote; Forgery. – Any person attempting to aid and abet fraud in connection with any absentee vote cast or to be cast, under the provisions of this Article, shall be guilty of a misdemeanor. Attempting to vote by fraudulently signing the name of a regularly qualified voter is a Class I felony.

(e) Violations Not Otherwise Provided for Made Class 2 Misdemeanors. – If any person shall willfully violate any of the provisions of this Article, or willfully fail to comply with any of the provisions thereof, for which no other punishment is herein provided, he shall be guilty of a Class 2 misdemeanor.
E. Returning the Voted Ballot

For civilian absentee voters, once the Absentee Application and Certificate is fully executed with all relevant signatures, the voted ballot (placed inside the container-return envelope) must be returned to the county board of elections no later than 5:00 PM on Election Day. Unless due to disability, only a voter or his near relative or legal guardian may have possession of the voter’s ballot at any time. This means a friend, neighbor, candidate, campaign worker, or any other non-qualified person may not take a voter’s ballot even to place it in the mail, unless the voter has a disability or impairment.

Absentee ballots received after 5:00 PM on Election Day will be timely only if they are received by mail no later than 5:00 PM on the third day following the date of the election, and bear a postmark that is dated on or before Election Day. The table below notes the dates for the “by-mail” exception to the absentee ballot return deadline.

<table>
<thead>
<tr>
<th>Absentee Ballot Receipt Deadline (with Postmark)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September Election: Friday, September 13, 2019</td>
</tr>
<tr>
<td>October Election: Friday, October 11, 2019</td>
</tr>
<tr>
<td>November Election: Friday, November 8, 2019</td>
</tr>
</tbody>
</table>

The envelope may be mailed or delivered in person to either the county board of elections office or to an open one-stop absentee voting site during the early voting period. However, only the voter or the voter’s near relative may take possession of the absentee ballot for purposes of returning the ballot to the board of elections.

F. Absentee Ballot Delivery for Persons with Disabilities

An exception to the limitation on who may handle a voted absentee ballot is that a qualified individual with a disability who, due to a disability, requires assistance mailing his or her return envelope containing an executed absentee ballot may direct that the sealed envelope be taken directly to the closest U.S. mail depository or mailbox by a person selected by the voter, so long as the individual is not otherwise disqualified from assisting the voter.11 For purposes of this rule, “directly” means taken to the depository or mailbox without stopping or making any detour. “Closest” means the location the shortest distance away from the voter. For example, if there is a mailbox at the place where the voter is residing, that mailbox is the closest depository or mailbox.

§ 163A-1310. Voting absentee ballots and transmitting them to the county board of elections.
(b) Transmitting Executed Absentee Ballots to County Board of Elections. – The sealed container-return envelope in which executed absentee ballots have been placed shall be transmitted to the county board of elections who issued those ballots as follows:

(1) All ballots issued under the provisions of this Part and Part 2 of Article 21 of this Chapter shall be transmitted by mail or by commercial courier service, at the voter's expense, or delivered in person, or by the voter's near relative or verifiable legal guardian and received by the county board not later than 5:00 p.m. on the day of the statewide primary or general election or county bond election. Ballots issued under the provisions of Part 2 of Article 21 of this Chapter may also be electronically transmitted.

(2) If ballots are received later than the hour stated in subdivision (1) of this subsection, those ballots shall not be accepted unless one of the following applies:
   a. Federal law so requires.

11 The person taking delivery of the voted absentee ballot may not be (1) an owner, manager, director, or employee of any hospital, clinic, nursing home or rest home in North Carolina in which the voter is a patient or resident, or (2) a candidate in an election on the ballot)
b. The ballots issued under this Article are postmarked and that postmark is dated on or before the day of the statewide primary or general election or county bond election and are received by the county board of elections not later than three days after the election by 5:00 p.m.

c. The ballots issued under Part 2 of Article 21 of this Chapter are received by the county board of elections not later than the end of business on the business day before the canvass conducted by the county board of elections held pursuant to G.S. 163A-1172.

(c) For purposes of this section, "Delivered in person" includes delivering the ballot to an election official at a one-stop voting site under G.S. 163A-1300, 163A-1301, 163A-1302, 163A-1303, and 163A-1304 during any time that site is open for voting. The ballots shall be kept securely and delivered by election officials at that site to the county board of elections office for processing.

G. Absentee Guidance for Candidates
It is important that candidates and their campaign workers understand legal limits on their activity with respect to providing assistance to voters in the absentee voting process.

- Candidates may make copies of the State Absentee Ballot Request Form and distribute the forms to voters.
- Candidates may collect completed State Absentee Ballot Request Forms and deliver them to the county boards of elections.
- Candidates may not witness a voter’s absentee application (the form on the back of the return envelope), unless the candidate is a near relative or legal guardian to the voter.
- Candidates (or anyone working on the candidate’s behalf) may not take possession of a voter’s absentee ballot, regardless of whether the ballot is blank or sealed within the container-return envelop, unless the candidate is a near relative or legal guardian to the voter.

A near-relative as defined in G.S. 163A-1308(h) is a spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.

H. Absentee Ballot Challenges
The absentee ballot of any voter may be challenged on the day of an election no earlier than noon and ending no later than 5:00 PM. Any registered voter of the same precinct as a given voter may challenge that voter’s absentee ballot under procedures provided in G.S. 163A-916. The burden of proof is on the challenger.

Each challenged ballot shall be challenged separately, in writing, and on the challenge form provided by the State Board of Elections. The challenge shall be filed with the county board of elections or the chief judge of the precinct in which the challenger and absentee voter are registered. The challenge shall specify the reason(s) the ballot does not comply with North Carolina law or the reason the absentee voter is not legally entitled to vote in the particular primary or election.

I. Absentee Data Files
A record of voters who have requested absentee ballots is available through the State Board of Elections website at: ftp://alt.ncsbe.gov/ENRS/ (Look for the zip files entitled “absentee” and find the proper election event date). These files will continue to be updated through the county canvass date for the election.
J. Felony Statute on Absentee Voting

Candidates and their campaign are encouraged to familiarize themselves with unlawful acts related to absentee voting.

§ 163-226.3. Certain acts declared felonies.

(a) Any person who shall, in connection with absentee voting in any election held in this State, do any of the acts or things declared in this section to be unlawful, shall be guilty of a Class I felony. It shall be unlawful:

(1) For any person except the voter's near relative or the voter's verifiable legal guardian to assist the voter to vote an absentee ballot when the voter is voting an absentee ballot other than under the procedure described in G.S. 163-227.2; provided that if there is not a near relative or legal guardian available to assist the voter, the voter may request some other person to give assistance;

(2) For any person to assist a voter to vote an absentee ballot under the absentee voting procedure authorized by G.S. 163-227.2 except as provided in that section;

(3) For a voter who votes an absentee ballot under the procedures authorized by G.S. 163-227.2 to vote that voter's absentee ballot outside of the voting booth or private room provided to the voter for that purpose in or adjacent to the office of the county board of elections or at the additional site provided by G.S. 163-227.2(f1), or to receive assistance except as provided in G.S. 163-227.2;

(4) For any owner, manager, director, employee, or other person, other than the voter's near relative or verifiable legal guardian, to (i) make a written request pursuant to G.S. 163-230.1 or (ii) sign an application or certificate as a witness, on behalf of a registered voter, who is a patient in any hospital, clinic, nursing home or rest home in this State or for any owner, manager, director, employee, or other person other than the voter's near relative or verifiable legal guardian, to mark the voter's absentee ballot or assist such a voter in marking an absentee ballot. This subdivision does not apply to members, employees, or volunteers of the county board of elections, if those members, employees, or volunteers are working as part of a multipartisan team trained and authorized by the county board of elections to assist voters with absentee ballots. Each county board of elections shall train and authorize such teams, pursuant to procedures which shall be adopted by the State Board of Elections. If neither the voter's near relative nor a verifiable legal guardian is available to assist the voter, and a multipartisan team is not available to assist the voter within seven calendar days of a telephonic request to the county board of elections, the voter may obtain such assistance from any person other than (i) an owner, manager, director, employee of the hospital, clinic, nursing home, or rest home in which the voter is a patient or resident; (ii) an individual who holds any elective office under the United States, this State, or any political subdivision of this State; (iii) an individual who is a candidate for nomination or election to such office; or (iv) an individual who holds any office in a State, congressional district, county, or precinct political party or organization, or who is a campaign manager or treasurer for any candidate or political party; provided that a delegate to a convention shall not be considered a party office. None of the persons listed in (i) through (iv) of this subdivision may sign the application or certificate as a witness for the patient.

(5) Repealed by Session Laws 1987, c. 583, s. 8.

(6) For any person to take into that person's possession for delivery to a voter or for return to a county board of elections the absentee ballot of any voter, provided, however, that this prohibition shall not apply to a voter's near relative or the voter's verifiable legal guardian;

(7) Except as provided in subsections (1), (2), (3) and (4) of this section, G.S. 163-231(a), and G.S. 163-227.2(e), for any voter to permit another person to assist the voter in marking that voter's absentee ballot, to be in the voter's presence when a voter votes an absentee ballot, or to observe the voter mark that voter's absentee ballot.

(b) The State Board of Elections or a county board of elections, upon receipt of a sworn affidavit from any qualified voter of the State or the county, as the case may be, attesting to first-person knowledge of any violation of subsection (a) of this section, shall transmit that affidavit to the appropriate district attorney, who shall investigate and prosecute any person violating subsection (a).
K. Voting Absentee By-mail in 2020: A Preview

Beginning in 2020, when you vote absentee by mail, you must enclose a copy of acceptable photo identification unless you sign an affidavit (provided by the board of elections) declaring that a reasonable impediment, religious objection to being photographed, or natural disaster prevented you from enclosing a copy of your photo ID.

Review the section above, “Photo ID -2020 Preview,” and visit our website for more detailed information. You may already have acceptable photo identification. However, if you do not, visit our website to learn how to obtain a free North Carolina Voter Identification Card at https://www.ncsbe.gov/Voter-ID.

L. Provisional Voting Summary

On occasion, a voter may not be able to cast a “regular” ballot and instead may be offered to vote provisionally. A provisional ballot is offered to voters when there are questions about:

- a voter’s qualification to vote;
- the voter’s eligibility to vote in a particular election; or
- the voter’s eligibility to vote a particular ballot style.

If a voter cannot be issued a “regular” ballot and is not offered to vote provisionally, the voter may request a provisional ballot. The determination of whether a provisional voter’s ballot will be counted is contingent upon the verification of the voter’s eligibility to vote the ballot. Provisional research is conducted after each election to determine whether the provisional ballots cast are eligible to be counted. The determination of whether to approve any provisional ballot is made by the members of the county boards of elections at the time of the county canvass, before the results of the election are finalized.

M. Provisional Procedures

When a person who presents to vote is not found on the pollbook or may otherwise be ineligible to vote a regular ballot, a voting site official will provide a Help Referral form that explains why that voter will be offered a provisional ballot. The official will also direct the voter to the Help Station to receive guidance in casting a provisional ballot.

N. Provisional Voting Packet

At the Help Station, an election official will help the voter complete a Provisional Voter Application. The Provisional Voter Application will indicate the voter’s provisional voting reason. Once the application is completed and signed, the application will be placed onto a provisional envelope. The election official will then issue the voter the provisional ballot, which is marked to indicate that the ballot is provisional, and the provisional envelope.

O. Provisional Voting Reasons

The provisional voting reasons may be one or more of the following:

- No Record of Registration
- Unreported Move
- Previously Removed
- Unrecognized Address (Geocode Issue)
- Incorrect Precinct
- Incorrect Party
- Voter Already Voted
- Jurisdiction Dispute
- Voted During Extended Hours
### Provisional Voter Instructions

The voter will be instructed to:

1. vote the ballot in private,
2. seal the voted ballot in the provisional envelope, and
3. return the sealed envelope to the Help Station.

<table>
<thead>
<tr>
<th>Provisional Voter Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NO RECORD OF REGISTRATION</strong></td>
<td>Used when no record of registration for the voter can be found in the voter record.</td>
</tr>
<tr>
<td><strong>UNREPORTED MOVE</strong></td>
<td>Used when a voter provides an address within the county of his or her registration that is different than the voter’s current registration address, and the voter indicates that he or she moved to the new address 30 or more days prior to Election Day.</td>
</tr>
<tr>
<td><strong>PREVIOUSLY REMOVED</strong></td>
<td>Used when it is determined that a voter was previously registered in the county but the voter’s registration was cancelled for some reason. A voter’s registration may be cancelled due to any number of reasons (moved within state; moved to another state; felony conviction; removed due to list maintenance; sustained challenge; deceased, etc.)</td>
</tr>
<tr>
<td><strong>UNRECOGNIZED ADDRESS (GEOCODE ISSUE)</strong></td>
<td>Used when the precinct official or early voting worker is unable to locate the address stated by the voter in the county’s street lookup files.</td>
</tr>
<tr>
<td><strong>INCORRECT PRECINCT</strong></td>
<td>Used when a voter is requesting to vote at a polling place on Election Day that is not the polling place for the voter’s proper precinct. The voter’s proper precinct is the precinct assigned to the voter based on the voter’s address at least 30 days prior to Election Day.</td>
</tr>
<tr>
<td><strong>INCORRECT PARTY</strong></td>
<td>Used only in a partisan primary when a voter requests to vote a ballot for a party other than the party with which the voter appears to be affiliated.</td>
</tr>
<tr>
<td><strong>VOTER ALREADY VOTED</strong></td>
<td>Used if the voter record indicates that the voter presenting to vote has already cast a ballot in the election.</td>
</tr>
<tr>
<td><strong>JURISDICTION DISPUTE</strong></td>
<td>Used if a voter presents to vote and has no eligible ballot style or the voter requests to vote for an election contest that is not in the voter’s assigned voting district based on their legal voting residence.</td>
</tr>
<tr>
<td><strong>VOTED DURING EXTENDED HOURS</strong></td>
<td>Used if the hours for voting are extended by the State Board of Elections or a court order.</td>
</tr>
</tbody>
</table>
The Help Station election official will further:

1. provide the voter a provisional identification number (PIN);
2. provide the voter instructions on how to use the PIN and the voter’s date of birth to check the status of his or her provisional ballot application after election day;
3. inform the voter that the application status will not be available until at least ten days after the date of the election, and
4. inform the voter of what steps, if any, the voter may take to assist in approval of the application.

For example, if a first-time voter cast a provisional ballot because the registration record indicates that at the time of registration, he or she failed to provide a required document (such as a utility bill or bank statement showing the voter’s name and current residence), the official will instruct the voter to provide this missing information to the county board of elections before close of business on the day before canvass.

Q. Provisional Research
Elections officials return all provisional envelopes to the county board of elections. Board of elections staff research the underlying issue(s) and report their findings to the county board of elections. Decisions are made by the board prior to finalizing election results. If a provisional application is approved, the ballot will be removed from the sealed envelope and be fully counted or partially counted depending upon the voter’s eligibility. Ballots are only partially counted if the voter is not entitled to vote for all of the contests on the ballot. If a provisional application is not approved, the ballot will remain sealed in its envelope.

R. Provisional Data Files
A record of provisional transactions for an election event may be found on the State Board of Elections website, at ftp://alt.ncsbe.gov/ENRS/ and by selecting the files entitled “provisional” and the proper election event date. Provisional transactions for an election event become available the day after Election Day and will continue to be updated until the day of the election’s county canvass.
4 ELECTION RESULTS

All election results on election night are unofficial. Election results are not made official until all relevant canvasses are completed (the county canvass for local contests and the state canvass for multicounty or statewide contests).

**ABSENTEE BALLOTS**
Absentee ballots (including one-stop absentee ballots) are counted at 5:00 PM on Election Day; in some cases, they may be counted as early as 2:00 PM. County boards of elections may not release absentee results until after the close of the polls. Absentee ballots that are timely received after election day will be counted at or prior to the county’s canvass meeting.

**ELECTION DAY BALLOTS**
Ballots cast on Election Day are counted after the close of the polls. Polls close at 7:30 PM.

**PROVISIONAL BALLOTS**
Provisional ballots are researched after Election Day. If the provisional voter is determined to be eligible, his or her ballot will be counted at or prior to the county’s canvass meeting.

(a) General Principles That Shall Apply. – The following general principles shall apply in the counting of official ballots, whether the initial count or any recount:

1. Only official ballots shall be counted.
2. No official ballot shall be rejected because of technical errors in marking it, unless it is impossible to clearly determine the voter’s choice.
3. If it is impossible to clearly determine a voter’s choice in a ballot item, the official ballot shall not be counted for that ballot item, but shall be counted in all other ballot items in which the voter’s choice can be clearly determined.
4. If an official ballot is marked in a ballot item with more choices than there are offices to be filled or propositions that may prevail, the official ballot shall not be counted for that ballot item, but shall be counted in all other ballot items in which there is no overvote and the voter’s choice can be clearly determined.
5. If an official ballot is rejected by a scanner or other counting machine, but human counters can clearly determine the voter’s choice, the official ballot shall be counted by hand and eye.
6. Write-in votes shall not be counted in party primaries or in referenda, but shall be counted in general elections if all of the following are true:
   a. The write-in vote is written by the voter or by a person authorized to assist the voter pursuant to G.S. 163A-1139.
   b. The write-in vote is not cast for a candidate who has failed to qualify under G.S. 163A-1006 as a write-in candidate.
   c. The voter’s choice can be clearly determined.

(b) Procedures and Standards. – The State Board of Elections shall adopt uniform and nondiscriminatory procedures and standards for voting systems. The standards shall define what constitutes a vote and what will be counted as a vote for each category of voting system used in the State. The State Board shall adopt those procedures and standards at a meeting occurring not earlier than 15 days after the State Board gives notice of the meeting. The procedures and standards adopted shall apply to all elections occurring in the State and shall be subject to
amendment or repeal by the State Board acting at any meeting where notice that the action has been proposed has been given at least 15 days before the meeting. These procedures and standards shall not be considered to be rules subject to Article 2A of Chapter 150B of the General Statutes. However, the State Board shall publish in the North Carolina Register the procedures and standards and any changes to them after adoption, with that publication noted as information helpful to the public under G.S. 150B-21.17(a)(6). Copies of those procedures and standards shall be made available to the public upon request or otherwise by the State Board. For optical scan and direct record electronic voting systems, and for any other voting systems in which ballots are counted other than on paper by hand and eye, those procedures and standards shall do both of the following:

(1) Provide for a sample hand-to-eye count of the paper ballots of a statewide ballot item in every county. The presidential ballot item shall be the subject of the sampling in a presidential election. If there is no statewide ballot item, the State Board shall provide a process for selecting district or local ballot items to adequately sample the electorate. The State Board shall approve in an open meeting the procedure for randomly selecting the sample precincts for each election. The random selection of precincts for any county shall be done publicly after the initial count of election returns for that county is publicly released or 24 hours after the polls close on election day, whichever is earlier. The sample chosen by the State Board shall be of one or more full precincts, full counts of mailed absentee ballots, full counts of one or more one-stop early voting sites, or a combination. The size of the sample of each category shall be chosen to produce a statistically significant result and shall be chosen after consultation with a statistician. The actual units shall be chosen at random. In the event of a material discrepancy between the electronic or mechanical count and a hand-to-eye count, the hand-to-eye count shall control, except where paper ballots have been lost or destroyed or where there is another reasonable basis to conclude that the hand-to-eye count is not the true count. If the discrepancy between the hand-to-eye count and the mechanical or electronic count is significant, a complete hand-to-eye count shall be conducted.

(2) Provide that if the voter selects votes for more than the number of candidates to be elected or proposals to be approved in a ballot item, the voting system shall do all the following:

a. Notify the voter that the voter has selected more than the correct number of candidates or proposals in the ballot item.

b. Notify the voter before the vote is accepted and counted of the effect of casting overvotes in the ballot item.

c. Provide the voter with the opportunity to correct the official ballot before it is accepted and counted.

4.1 COUNTY CANVASS
The county canvass meeting is the meeting that culminates in a county’s election results becoming official. The county canvass meeting is conducted 10 days after Election Day. During the one-day canvass period, county boards of elections will also count eligible civilian, military, or overseas absentee ballots that are received after Election Day. Until the county canvass, all election results posted by the county or by the State Board of Elections are unofficial. These are the specific dates for the 2019 county canvass meetings:

<table>
<thead>
<tr>
<th>Election Event</th>
<th>County Canvass</th>
</tr>
</thead>
<tbody>
<tr>
<td>September Municipal Election</td>
<td>Friday, September 20, 2019 (11 AM)</td>
</tr>
<tr>
<td>October Municipal Election</td>
<td>Friday, October 18, 2019 (11 AM)</td>
</tr>
<tr>
<td>November Municipal Election</td>
<td>Friday, November 15, 2019 (11 AM)</td>
</tr>
</tbody>
</table>
### 4.2 State Canvass

National offices, state offices, multi-county legislative offices, superior court judge, district court judge, district attorney, and statewide and multi-county referenda contests must be canvassed by the State Board of Elections. Local contests, for election districts that are in more than one county, including cities, towns or villages that lie in more than county, must also be canvassed by the State Board of Elections. The State Board of Elections will set the date for the 2019 state canvasses later in the year. The date is typically three weeks after Election Day, which in 2019 will be November 26, 2019.

### § 163A-1172. Canvassing votes.

(a) The Canvass. – As used in this Article, the term "canvass" means the entire process of determining that the votes have been counted and tabulated correctly, culminating in the authentication of the official election results. The board of elections conducting a canvass has authority to send for papers and persons and to examine them and pass upon the legality of disputed ballots.

(b) Canvassing by County Board of Elections. – The county board of elections shall meet at 11:00 A.M. on the tenth day after every election to complete the canvass of votes cast and to authenticate the count in every ballot item in the county by determining that the votes have been counted and tabulated correctly. If, despite due diligence by election officials, the initial counting of all the votes has not been completed by that time, the county board may hold the canvass meeting a reasonable time thereafter. The canvass meeting shall be at the county board of elections office, unless the county board, by unanimous vote of all its members, designates another site within the county. The county board shall examine the returns from precincts, from absentee official ballots, from the sample hand-to-eye paper ballot counts, and from provisional official ballots and shall conduct the canvass.

(c) Canvassing by State Board. – After each general election, the State Board shall meet at 11:00 A.M. on the Tuesday three weeks after election day to complete the canvass of votes cast in all ballot items within the jurisdiction of the State Board and to authenticate the count in every ballot item in the county by determining that the votes have been counted and tabulated correctly. After each primary, the State Board shall fix the date of its canvass meeting. If, by the time of its scheduled canvass meeting, the State Board has not received the county canvasses, the State Board may adjourn for not more than 10 days to secure the missing abstracts. In obtaining them, the State Board is authorized to secure the originals or copies from the appropriate clerks of superior court or county boards of elections, at the expense of the counties.
5 CAMPAIGN ETIQUETTE

5.1 NO ELECTION-RELATED ACTIVITY NEAR THE FRONT ENTRANCE TO A VOTING SITE
No election-related activity may occur within the area immediately outside of the front entrance of a voting place. This area will be marked by signage to designate the area of the “buffer zone,” which is typically 50 feet from the front entrance but in any case must be at least 25 feet from the front entrance. Persons may not engage in election-related activity in this restricted area. “Election-related activity” includes, but is not limited to, distributing campaign literature, placing political advertising, and soliciting votes. If a political sign is placed in this restricted area, it will be removed. Hindering access to the voting site or harassing others is also prohibited in the buffer zone. Every voting site will offer curbside voting in a designated area, to allow voters with disabilities to cast their vote in a vehicle. If curbside voting is located outside of the “buffer zone”, then electioneering restrictions will be in place to ensure the privacy of curbside voters. For more information about the area in which electioneering is restricted for a specific voting site, contact your county board of elections office.

5.2 ISSUES OR COMPLAINTS AT VOTING SITES
Any issue or complaint relating to a voting site should first be brought to the attention of the polling place’s Chief Judge (or, in the case of a One-Stop early voting site, manager of the voting site). If the issue cannot be resolved by the election official at the voting site, contact your county board of elections office.
6 CAMPAIGN FINANCE INFORMATION

The information provided in this part of the guide is relevant to candidates seeking offices in State, county and municipal elections. Candidates filing for judicial and legislative seats must file all campaign finance reports with the State Board of Elections. Only candidates for county or municipal offices will file campaign disclosure reports with their county boards of elections.

The statutes relevant to candidate campaign finance are included in Article 23 and Article 26 of Chapter 163A of the North Carolina General Statutes. These statutes may be reviewed at the following link:

If legislative action or legal developments affect the information within this document, such changes will be noted and made available on the Campaign Finance section of the website of the State Board of Elections.

6.1 ORGANIZING THE COMMITTEE

A. When is a candidate required to set up a committee?
An individual must file organizational paperwork with the appropriate board of elections office within 10 days of whichever of these actions occurs first:

- any money is spent, any contributions or in-kind contributions are received in support of a candidacy; or
- a notice of candidacy or petition requesting to be a candidate is filed; or
- a person is certified as the nominee of a political party for a vacancy.

The appropriate board of elections is the State Board if the candidate is running for statewide, judicial, or legislative office, and the county board if the candidate is running for a municipal or county office.

B. What forms are required in order to set up the committee?
The organizational paperwork must include:

- Statement of Organization-Candidate Committee (CRO-2100A)
- Certification of Treasurer (CRO-3100)
- Certification of Financial Account Number Information (CRO-3500). Some banks will not set up an account for a committee until the committee is registered with the board of elections. In such a circumstance, a candidate shall provide the completed form as soon as the account is established.
- Organizational Report* (CRO-1000, CRO-1100 and any additional forms required for detailed disclosure). The CRO-1100, “Detailed Summary,” provides guidance as to what additional forms are required by citing each form number that corresponds to the listed transactions. Thus, for every line upon which a dollar amount has been entered, the form that must be filled out and submitted with the report is indicated in parentheses.

*If you are a candidate eligible to file a Certification of Threshold, the Organizational Report is not required. (See the next section to determine Threshold eligibility.)

The organizational paperwork should also include the “Candidate Designation of Committee Funds” form (CRO-3900). This optional form is recommended to ensure the candidate’s choice of committee fund distribution in the event that the candidate dies before the committee is closed.
C. **What is meant by Certification of Threshold?**

If a county or municipal candidate does not intend to raise or spend more than $1,000 in the election cycle, he or she may file a certification to that effect on the “Certification of Threshold” form (CRO-3600). As long as the committee remains under the threshold, the candidate does not have to file disclosure reports, which means that his or her organizational paperwork should consist only of CRO forms 2100A, 3100, 3500 and 3600.

**Note:** All monies raised or spent count towards the $1,000 threshold, including money that the candidate spends out of pocket, in-kind contributions, loans etc.

A committee that intends to remain under the threshold must submit form CRO-3600 at the beginning of each election cycle OR upon organizing the committee (within the ten-day period allotted for submitting the organizational report). If a committee does not renew the certification by submitting a new CRO-3600 at the beginning of the next election cycle, the committee will be required to file disclosure reports.

Threshold committees that wish to close after the election must submit a Certification to Close Committee form, CRO-3400, by the end of the election year.

Please note that the option to file the Certification of Threshold is available ONLY to candidates seeking county or municipal offices. Candidates for legislative, judicial and statewide races are not eligible to file a Certification of Threshold.

D. **What is treasurer training and who is required to complete the training?**

Treasurer training is a mandatory course that provides instruction on campaign finance disclosure filing and compliance. The training is conducted in group sessions at the State Board of Elections and at regional locations at various times during the year. Training is also available online. Visit our website at [www.ncsbe.gov](http://www.ncsbe.gov) for details. All treasurers MUST complete treasurer training within three months of appointment and once every four years, regardless of the amount of money that is raised or spent. Treasurers for candidates that are eligible to file the Certification of Threshold must also complete the required training.

6.2 **Disclosure Reporting**

A. **Are all candidates required to file disclosure reports?**

MOST candidates are required to file disclosure reports. Only candidates for county or municipal offices that do not intend to raise or spend more than $1,000 are eligible to file a Certification of Threshold and thus be exempt from filing disclosure reports.

While eligible candidates that file a Certification of Threshold are not required to file reports, all information pertaining to contributions and expenditures are required to be accurately maintained in the committee’s records. This includes records of the candidate’s personal spending on behalf of the campaign.

B. **When are disclosure reports filed?**

The State Board or county board of elections will provide notice before each report is due. For municipal elections, notices will be sent no fewer than five days and no more than 15 days before the due date. For all other elections, notices will be sent no fewer than five days and no more than 30 days before the due date. Notice will be sent to the treasurer of each candidate committee that is required to file. If a treasurer prefers to receive notices by email, he or she must check the box on the Statement of Organization – Candidate Committee (CRO-2100A). A treasurer that does not make the selection on the Statement of Organization will receive notices by email.
The reporting schedule for 2019 municipal elections can be found below:

### 2019 Municipal Election Reporting Schedules

<table>
<thead>
<tr>
<th>Type 1 - Nonpartisan Plurality</th>
<th>Report End Date</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Report</td>
<td></td>
<td>within 10 days of organizing</td>
</tr>
<tr>
<td>Election Day</td>
<td>11/5/2019</td>
<td></td>
</tr>
<tr>
<td>2019 Pre-Election Report</td>
<td>10/21/2019</td>
<td>10/28/2019</td>
</tr>
<tr>
<td>2019 Year End Semi Annual Report</td>
<td>12/31/2019</td>
<td>1/31/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type 2 - Partisan</th>
<th>Report End Date</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Day</td>
<td>9/10/2019</td>
<td></td>
</tr>
<tr>
<td>Primary Day</td>
<td>10/8/2019</td>
<td></td>
</tr>
<tr>
<td>Election Day</td>
<td>11/5/2019</td>
<td></td>
</tr>
<tr>
<td>2019 Pre-Election Report if in 2nd primary</td>
<td>9/23/2019</td>
<td>9/30/2019</td>
</tr>
<tr>
<td>2019 Pre-Election Report if not in 2nd primary</td>
<td>10/21/2019</td>
<td>10/28/2019</td>
</tr>
<tr>
<td>2019 Year End Semi Annual Report</td>
<td>12/31/2019</td>
<td>1/31/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type 3 - Nonpartisan w/ Primary</th>
<th>Report End Date</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Report</td>
<td></td>
<td>within 10 days of organizing</td>
</tr>
<tr>
<td>Primary Day</td>
<td>10/8/2019</td>
<td></td>
</tr>
<tr>
<td>Election Day</td>
<td>11/5/2019</td>
<td></td>
</tr>
<tr>
<td>2019 Pre-Primary Report, if applicable</td>
<td>9/24/2019</td>
<td>9/30/2019</td>
</tr>
<tr>
<td>2019 Pre-Election Report</td>
<td>10/21/2019</td>
<td>10/28/2019</td>
</tr>
<tr>
<td>2019 Year End Semi Annual Report</td>
<td>12/31/2019</td>
<td>1/31/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type 4 - Nonpartisan w/ Runoff</th>
<th>Report End Date</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Report</td>
<td></td>
<td>within 10 days of organizing</td>
</tr>
<tr>
<td>Election Day</td>
<td>10/8/2019</td>
<td></td>
</tr>
<tr>
<td>Runoff Day</td>
<td>11/5/2019</td>
<td></td>
</tr>
<tr>
<td>2019 Pre-Runoff Report if in runoff</td>
<td>10/21/2019</td>
<td>10/28/2019</td>
</tr>
<tr>
<td>2019 Year End Semi Annual Report</td>
<td>12/31/2019</td>
<td>1/31/2020</td>
</tr>
</tbody>
</table>
C. What is included in a disclosure report?
All disclosure reports must include the Disclosure Report Cover form (CRO-1000), the Detailed Summary form (CRO-1100), and details for all contributions and expenditures occurring within the reporting period.

The Disclosure Report Cover is essential for showing the start and end dates of the transactions included, the type of report being submitted, and for providing a signature that attests to the truth of the report. A candidate/treasurer who signs a report must have completed the required training (unless the report is filed within the 90-day training grace period).

The Detailed Summary form is also required even if there has been no financial activity, in which case zeroes should be entered on the appropriate lines. However, if contributions have been received or expenditures made or debts incurred, then additional forms containing those transactions must be included with the report.

A helpful hint to remember when completing disclosure reports using our paper forms is that the Detailed Summary form (CRO-1100) serves as a forms guide as well as a summary of activity. The treasurer should refer to the transactions described on this form to determine which other forms, if any, are required to accompany the report. The required form for each transaction is noted on the same line as the transaction description.

This process is simpler for persons who use State Board software because the software generates the appropriate form for each transaction.

D. What methods are available for filing disclosure reports?
All committees may file disclosure reports electronically. Free software is available on the State Board website. All committees with a cumulative total of more than $5,000 in contributions, in expenditures, or in loans to affect elections for statewide offices (governor, council of state, appellate judicial), are required by law to file reports electronically. G.S. § 163A-1418(j). Other candidates who have a cumulative total of more than $10,000 in contributions, in expenditures, or in loans are required to file electronically. The Campaign Finance Remote Software can be downloaded from the State Board website at http://www.ncsbe.gov/Campaign-Finance/reporting-software.

All other committees may file on paper forms. The Campaign Finance Reporting Forms can be found on the website at http://www.ncsbe.gov/Campaign-Finance/reporting-forms.

E. Are there penalties for filing disclosure reports late?
Yes. Committees will be assessed civil penalties for reports that are not received or postmarked by the report due date.

A candidate committee report that does not affect a statewide election is penalized at $50 per day up to a maximum of $500. A candidate committee report that does affect a statewide election is penalized at a rate of $250 per day up to a maximum of $10,000. A report is considered to affect a statewide election if the committee made any contributions to or in support of a statewide candidate.

A committee’s active status may be terminated for failure to file reports and pay assessed penalties. Once the committee’s active status is terminated, the committee is not eligible to receive contributions or make expenditures.

F. Please remember, when submitting paperwork . . .
1. Forms must be typewritten or completed in blue or black ink.
2. Forms need not be stapled together.
3. Reports cannot be filed prior to the end of the reporting period.
4. Always enter the period start date and period end date on form CRO-1000.
5. A DATE and ORIGINAL signature are required on the Disclosure Report Cover (CRO-1000).
6.3 Campaign Finance Law Regarding Contributions and Expenditures

A. What is the law regarding contributions?

- A contribution is anything of value given to support the candidate or candidate committee. Contributions include those received “in-kind,” which are goods and services given to support a candidate or committee (for example, food contributed by individuals for fundraising events). Candidates required to file disclosure reports must report all contributions. Intentionally failing to report contributions is a felony.

- If a contributor contributes $50 or less for the entire election period, that contributor’s name, occupation, and contact information are not required to be reported. Such contributions may be reported on a form CRO-1205, which requires disclosure of only the date, amount, and form of payment. HOWEVER, please note that the treasurer must nevertheless collect that contributor’s name, address, and occupation. This information must be kept on file by the treasurer, since any contributor may eventually exceed $50 and become subject to full disclosure.

- Only individuals, other NC political committees, and qualified entities may make contributions to a candidate committee. For “qualified entities,” see G.S. §163A-1436(h).

- Effective January 1, 2019, the contribution limit is $5,400 per election (except that candidates and their spouses may make unlimited contributions to the candidate’s committee). The election period is:
  
  - January 1 of the previous year through the date of the primary.
  - the day after the primary through the day of the second primary (only for candidates on the ballot in the second primary), or
  - the day after the primary through December 31 of the election year.

- Contributions may be collected whether the candidate is opposed or unopposed in the election.

- Executive committees of political parties recognized under G.S. §163A-950 may give unlimited contributions to the candidate’s committee.

- Contributions from corporations, business entities, labor unions, professional associations, and insurance companies are prohibited. Unregistered political committees are also prohibited from making contributions.

- Anonymous contributions are prohibited. Whenever funds (contributions) are collected the committee must collect from each contributor his or her full name and mailing address. Anonymous “pass the hat” collections are prohibited. The contributor name and contact information MUST be collected by the committee even if the contributor name is not required to be reported. For all contributions in excess of $50 in an election, the committee must also collect and report the contributor’s job title or profession, and employer’s name or employer’s specified field of business activity. This includes funds raised through the sale of any good or service.

- All contributions of more than $50 must be made with a verifiable form of payment. No cash contributions of more than $50 may be accepted. This includes cash given to the campaign by the candidate.

- No contribution may be given in the name of another.

- All prohibited contributions are subject to forfeiture to the NC Civil Penalty and Forfeiture Fund. A person who knowingly receives prohibited contributions is also subject to criminal penalties.
B. What is the Law Regarding Expenditures?

- Candidate committees may only make expenditures for nine purposes:
  1. Expenditures resulting from the candidate’s campaign for public office.
  2. Expenditures resulting from holding public office.
  3. Donations to an organization described in Section 170(c) of the Internal Revenue Code of 1986 (26 U.S.C. § 170(c)), provided that the candidate or the candidate’s spouse, children, parents, brothers, or sisters are not employed by the organization.
  4. Contributions to a national, State, district or county committee of a political party or a caucus of the political party or an affiliated party committee.
  5. Contributions to another candidate or candidate’s campaign committee.
  6. To return all or a portion of a contribution to the contributor.
  7. Payment of any penalties against the candidate or candidate’s campaign committee for violation of North Carolina’s Campaign Finance Laws.
  8. Payment to the Escheat Fund established by Chapter 116B of the General Statutes.
  9. Legal expense donation not in excess of four thousand dollars ($4,000) per calendar year to a legal expense fund established pursuant to Article 22M of Chapter 163 of the General Statutes.

- If the candidate committee is required to file disclosure reports, all expenditures must be reported.
- Any expenditure that is made for media purposes must be paid for by check or other verifiable form of payment.
- All expenditures of more than $50 must be made with a verifiable form of payment.
- Expenditures for non-media purposes that are less than $50 may be reported without disclosing the payee. The report must still disclose the form of payment, date, amount, purpose and account code for the account from which the expenditure was made.

C. Helpful Hints…

- Do not “pass the hat” or collect any contributions, however small the amount, without recording the contributor name and contact information.
- Do not accept cash from a contributor in excess of $50.
- Do not accept a contribution, including an “in-kind” contribution, from a business, corporation, professional association, labor union or insurance company.
- A person who purchases something from a candidate fundraiser has made a contribution to that candidate’s committee. All such contributions, however small, must be disclosed.
- Volunteers raising contributions on behalf of the committee must turn those over to the treasurer within seven days of receipt so that the records are current, as required by State law.
- Do not accept blank checks. The contributor must indicate the intended recipient on the payee line of the check.

6.4 MEDIA REQUIREMENTS

A. What is a legend?

A legend is the disclosure statement included on certain print media, TV and radio advertisements. When a disclosure legend is required, the legend must include the statement “Paid for by [Name of candidate or candidate campaign committee].”
B. What print media advertisements require the legend?
Newspaper ads, newspaper inserts, airplane streamers, pamphlets, billboards, sound truck advertising, portable signs (lighted or non-lighted; may be on wheels to be pulled around), periodicals, TV ads, radio ads, outdoor advertising facilities, magazines, cards of any size, fliers, mass mailings (20,000 or more households, cumulative per election, in a statewide election and 2,500 households, cumulative per election, in any other election).

C. Are there print media advertisements that do not require the legend?
Yes. Buttons, bumper stickers, yard signs, window posters (approximately 14 x 22 inches and posters used in stores, on stakes in yards, etc.), barn posters made at generally no cost (3 x 5 ft.), campaign paraphernalia such as balloons, shopping bags, nail files, etc., imprinted with a campaign message.

D. Am I required to put the legend on a palm card/business card?
Yes.

E. What are the size requirements for the legend?
For print media, the legend must be 5% of the printed space of the ad or 12 point type, whichever is greater.

For television, the visual disclosure legend must be 4% of vertical picture height. Effective January 1, 2014, television advertisements that are paid for by a candidate or candidate campaign committee must contain an easily identifiable photograph of the candidate for at least two seconds appearing simultaneously with the visual disclosure legend.

For radio, the disclosure statement must last at least two seconds, provided the statement is spoken so that its contents may be easily understood.

F. What information must be included in the legend statement?
Please refer to the Media section in the Campaign Finance Manual that is available on the State Board of Elections website www.ncsbe.gov.
## Mandatory Compliance Training

For NC Candidate, Party & Referendum Committee Treasurers
(This training is not for PACs or IE Committees*)

(Training is required once every four years for all NC Treasurers including those under the $1,000 threshold)

### 2019 Mandatory In-Person – State and Regional Training Schedule

<table>
<thead>
<tr>
<th>County</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>State/Raleigh</td>
<td>06/25</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>07/02</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>Cumberland</td>
<td>07/17</td>
<td>1:00 – 5:00</td>
<td>E. Newton Smith Building – 227 Fountainhead Lane, Conference Room, Fayetteville</td>
</tr>
<tr>
<td>Craven</td>
<td>07/22</td>
<td>09:00 – 1:00</td>
<td>Board of Elections One-Stop/Training Room 406 Craven Street, New Bern</td>
</tr>
<tr>
<td>Carteret</td>
<td>07/26</td>
<td>09:00 – 1:00</td>
<td>Carteret Board of Elections, 1702 Live Oak St., Beaufort</td>
</tr>
<tr>
<td>Wake</td>
<td>07/25</td>
<td>09:00 – 1:00</td>
<td>Waverly F. Akins Building, 337 S. Salisbury St., Raleigh</td>
</tr>
<tr>
<td>Forsyth</td>
<td>08/01</td>
<td>09:00 – 1:00</td>
<td>Forsyth County Government Center, 201 N. Chestnut St. - 4th Floor Rm A, Winston Salem</td>
</tr>
<tr>
<td>Buncombe</td>
<td>08/02</td>
<td>09:00 – 1:00</td>
<td>Buncombe Election Services (Board Room) 77 McDowell Street, Asheville</td>
</tr>
<tr>
<td>Union</td>
<td>08/08</td>
<td>09:00 – 1:00</td>
<td>Union Co. Agricultural Center – 3230 D. Presson Rd., Monroe</td>
</tr>
<tr>
<td>Mecklenburg</td>
<td>08/14</td>
<td>09:00 – 1:00</td>
<td>Mecklenburg Co. Board of Elections - 741 Kenilworth Ave., Suite 202, Charlotte</td>
</tr>
<tr>
<td>Moore</td>
<td>08/14</td>
<td>09:00 – 1:00</td>
<td>Moore County BOE Training Building - 704 Pinehurst Ave., Carthage</td>
</tr>
<tr>
<td>Gaston</td>
<td>08/15</td>
<td>09:00 – 1:00</td>
<td>Board of Elections office – 410 W. Franklin Blvd., Suite 30, Gastonia</td>
</tr>
<tr>
<td>Catawba</td>
<td>08/22</td>
<td>09:00 – 1:00</td>
<td>Catawba County Main Library in Newton – 115 West C Street, Newton</td>
</tr>
<tr>
<td>Caldwell</td>
<td>08/23</td>
<td>09:00 – 1:00</td>
<td>Caldwell County Library - 120 Hospital Ave., Lenoir</td>
</tr>
<tr>
<td>Bertie</td>
<td>08/26</td>
<td>09:00 – 1:00</td>
<td>Martin Community College-Bertie Campus, 409 West Granville St., Room #24, Windsor</td>
</tr>
<tr>
<td>Edgecombe</td>
<td>08/27</td>
<td>09:00 – 1:00</td>
<td>Edgecombe County Administrative Building/Auditorium 201 St Andrew St., Tarboro</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>08/27</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>Brunswick</td>
<td>08/29</td>
<td>09:00 – 1:00</td>
<td>Cooperative Extension Training Room, 25 Referendum Drive, Building N, Bolivia</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>09/11</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>09/24</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>10/10</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>10/22</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>11/13</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
<tr>
<td>State/Raleigh</td>
<td>12/11</td>
<td>09:00 – 1:00</td>
<td>State Board of Elections – Dobbs Bldg. 430 N. Salisbury St. Training Rm. #3220, Raleigh</td>
</tr>
</tbody>
</table>

To register for a Mandatory Compliance Training session listed above or online training:

Click on the following link: [http://www.ncsbe.gov/Campaign-Finance/training](http://www.ncsbe.gov/Campaign-Finance/training).

Complete instructions for registering and accessing the training website are included on the next page. The system may not immediately provide you with a listing of session dates to select from. If this happens, log-out and wait until the next day to log-in, the dates should appear. Some users experience an issue with launching the online training in the Google Chrome browser. If you experience this issue, log out of the training website and use another internet browser to access the training.

This online course currently does NOT contain audio.

**Attendees arriving more than 15 minutes after the session begins may not receive credit & will need to re-schedule.**

The SBE reserves the right to cancel any session due to low registration, weather or other unforeseen reasons. Only attendees that pre-register will be notified of any possible cancellation.

To register for a Software Training in Raleigh or via phone:

Email your request to campaign.reporting@ncsbe.gov - one of our trainers will contact you to schedule a session.
How to Register & Complete Mandatory Compliance Training (on-line & in-person)

1. To access the training registration, type this link: [https://ncgov.csod.com/](https://ncgov.csod.com/) in your Internet browser address bar.
2. To create an account, click “Register – Click here to create account” link.
3. Complete all required fields to create your new account. First/Last Name, Email Address, User ID and Password are required fields. Click Login (Recommended User ID is first initial followed by last name) (Password requirements: 8-20 characters, upper & lower case, alpha & numeric).

4. Click on the VOTE icon for your training:
5. If you are unable to locate the VOTE icon indicated above, Search for the course by training title or keyword(s). Type ‘Elect’.
6. Click on the training title of your preference, classroom or online.
7. If a classroom session is selected, you will be taken to the next screen to REQUEST the session you would like to attend. Troubleshooting: The system may not immediately provide you with a listing of session dates to select from. If this happens, log-out and wait until the next day to log-in, the dates should then appear.
8. You will be prompted to complete a short form for reporting purposes. Full Name, Phone Number, Address, and Email Address are required fields. All other fields should be completed if they apply. Click on SUBMIT.

9. If online training is selected, you will be taken to the next screen, select REQUEST.
   - Select REGISTER. (The system will process your registration.)
   - Select LAUNCH. The course will proceed to load in a new window.
   - There is no audio for the on-line training and you will periodically be required to test your knowledge.

Online Course Troubleshooting Notes:
- Do Not use Google Chrome as your web browser - Internet Explorer or Firefox will work for most users.
- Ensure all slides are viewed and the last slide plays out automatically.
- If you experience problems with the course launching, please ensure your browser pop-up blocker is turned off for this site. You may also get prompted to update or enable Adobe Flash Player, which is required.

10. If you need to return to the course or after you have completed the course (either on-line or in-person) you will use the user ID & password that you created to log back in to view and print your certificate from the transcript page.

For additional assistance please email campaign.reporting@ncsbe.gov or visit website at: [http://www.ncsbe.gov/Campaign-Finance](http://www.ncsbe.gov/Campaign-Finance)

Persons that do not register for training via this on-line LMS will not receive credit for training!
Appendix B

Electionronic Filing

Effective January 1, 2017, all committees that raise or spend $10,000.00 or more are required to file their reports electronically. Electronic filing software is free and available for download from the State Board’s website at http://www.ncsbe.gov/Campaign-Finance/reporting-software. These filers will submit their reports to the SBE and we will make them available on our website.

A manual has been created that will help new Municipal candidates set up the Campaign Finance Remote Software. This manual is available online at www.NCSBE.gov.

We have also created a Frequently Asked Questions document regarding electronic filing.