

MOORE COUNTY BOARD OF ELECTIONS

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ELIZABETH F. MANGRUM
CHAIR

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SECRETARY

GLENDAM. CLENDENIN
DIRECTOR



SUSAN T. ADAMS
MEMBER

RICHARD W. ASHTON
MEMBER

R. CRAIG KENNEDY
MEMBER

Notice of Meeting

The Moore County Board of Elections will meet Tuesday, September 17th at 5:30 p.m.

The meeting will be held in the board of Elections Training Center, 704 Pinehurst Avenue, Carthage, NC.

Tentative Agenda

Public comment

Ethics and Conflict of Interest

Approval of minutes

Old Business

New Business

Approval of Buffer Zone for Municipal Elections

Discussion of 90 Day Notice to governing bodies of public buildings

Delegation of Director Duties and Responsibilities

Review of Precinct Official Needs

Other Business

Elizabeth Mangrum, Chairman
Moore County Board of Elections

Posted 9/9/19 3:30pm

COUNTY OF MOORE
STATE OF NORTH CAROLINA

DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF ELECTIONS

As delegated by the Moore County Board of Elections, the general duties of the Moore County Board of Elections Director shall be to administer the county Board of Elections office, voter registration, the voter registration records, and elections in Moore County. In addition, the director shall be knowledgeable of the statewide computerized voter registration system, the statewide voting equipment used within the county, Chapter 163A of the General Statutes of the State of North Carolina, related election laws and rules, and to ensure office staff is knowledgeable and familiar with the same. The director shall be required to adhere to and comply with State Board of Elections directive and educational requirements administered by the State Board of Elections. The director shall communicate with the Board, public, precinct officials, political party officials and media in a professional and knowledgeable manner and ensure the same from the county election board staff. The director shall adhere to the duties delegated by the county board of elections, shall advise the county board of all rules, orders, and directives of the State Board of Elections, and shall follow and carry out said rules, orders, and directives to the best of the director's ability.

The administration of the Elections Office shall include:

- Supervising the full-time and part-time personnel
- To facilitate the hiring of election staff and other employees adhering to county Personnel policies to include the periodic evaluations
- Arranging for the employment of temporary and part-time personnel
- Advising the county board as to preparing and submission of county budget request
- Ensuring the continued and efficient operation of the office
- Following county policies with regard to purchasing, receipts of monies, budgeting and, where applicable, personnel matters
- Ensuring the application of labor laws and standards applicable to precinct officials and personnel
- As requested by the Board, assist in the keeping of minutes, proceedings, and records of the Board
- Ensuring compliance with Open Meetings law and Record retention
- Represent the county board as Department Head with the County; participate in County activities
- Consult with State Board Legal Counsel and the County Attorney as may be deemed necessary
- Ensuring education of and compliance with confidentiality requirements by staff and precinct officials
- Providing for the secure storage of all confidential voting records, voting equipment and computers

Voter Registration Duties shall include:

- Performing administrative duties related to the permanent registration system, to include; overseeing the Registration process of every qualified person who makes application
- Accept all State Board of Elections application forms, to include voter registration agency forms and Federal Election Commission forms
- Ensuring the processing of all voter registration applications in accordance with the registration guidelines set forth by the State Board of Elections

Mail required notices for people registering; changing names, party affiliation or addresses; or convicted of a felony
Notify new registrant's former registration jurisdiction of the new registration
Maintain custody of registration records in a secure place
Provide free and for-charge lists of registered voters as required by law
Assign to each voter a registration number
Maintain computer file of registered voters and transmit information through statewide computer network
Remove from registration records persons who have died, persons who have been convicted of a felony, whose registration, by law, has been successfully challenged and people who have moved out of the county upon receipt of proper notice
Update registration records to reflect changes of address within the county, voters' name changes, voter's changes of party affiliation or any other correction reported by the voter or otherwise deemed necessary
Provide for the timely processing of List Maintenance following Federal Elections
Assist in co-ordination of registration drives in the local high schools and college

Election Administration shall include:

Communicate with municipalities to insure proper administration of municipal elections
Ensure the maintenance of street files and Geocode updates
Accepting filing of notices of candidacy and filing fees and distribution of littering notice
Accepting campaign finance reports and supervising the audit of such reports
Contracting for ballots and other supplies
Printing and distribution of all official ballots
Purchase and maintain voting booths, poll books, and other forms and election materials
Providing for the issuance of notices and advertisements
Notifying candidates of request for second primary
Verify petitions for unaffiliated and write-in candidates
Advising board as to precinct boundaries and voting place structures and any needed amendments
Preparation and submission of maps of the precincts
Assist in the procurement of voting place structures
Provide direction and guidance for the set up and the marking off the voting places
Caring for voting equipment and appoint custodians of voting equipment
Advising the Board of voting system requirements and the amendment by law of any changes
Testing or having tested each voting unit
Advising Chairman of precinct official assignment to help ensure each precinct is properly staffed with precinct judges and election assistants
Preparing and distributing sample ballots
Providing Spanish language ballots when required by law
Providing ballots and voting equipment for each precinct
Providing supplies, equipment, and procedures for precincts and respond to questions from precinct officials
Aiding, as directed by the Statute, the counting of ballots, canvassing of votes, and preparing of abstracts for the board and the distribution of them
Aiding the board as to recounts and in conducting recounts
Aiding the board as to election protests
Issuing certificates of election under the direction of the board
Conduct required training sessions for all precinct workers to include training materials provided by the State Board of Elections

As directed and permitted by law, duties in administering Absentee Voting shall include;

- Receiving requests and mail applications
- Developing Alternate One Stop Voting and Additional One Stop Voting plans for approval of the County Board of Elections and the State Board of Elections
- Setting up and operating one-stop absentee voting locations as approved by county and State.
- Ensuring the processing one-stop voting requests
- Ensuring the maintenance of register of all absentee ballot applications and ballots issued
- Ensuring the preparation of absentee ballots for distribution and mailing
- Ensuring the preparation and distribution of the certified list of absentee voters
- Acting as chief custodian of all absentee applications, supplies, and ballots, and ensure the security of absentee voting
- Facilitating military and overseas citizens absentee voting in compliance with UOCAVA & UMOVA

Continuing Education

- As required by law, maintain State certification and attend periodic training conducted by the State Board of Elections
- Attend Election Administrators district meetings and seminars
- Participate in other educational opportunities benefitting the operations of the Board
- Participate in other educational opportunities required by the county

Adopted this 17th day of September, 2019

_____ Chairman

_____ Secretary

_____ Member

_____ Member

_____ Member