



# NORTH CAROLINA

## State Board of Elections

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Executive Director

### NUMBERED MEMO 2016-07

**TO:** County Boards of Elections  
**FROM:** Kim Strach, Executive Director  
**RE:** One-stop Implementation Plans, June 7 Primary and November 8, 2016 General Election  
**DATE:** March 29, 2016

This numbered memo reviews the scheduling of one-stop early voting for elections we're preparing for later this year, and includes important information about hours-matching for the 2016 general election.

#### June 7, 2016 Primary

On March 10, the State Board met and adopted the following temporary order, making clear that hours-matching requirements will not apply to the June 7, 2016 primary:

##### **Temporary Order 2016-02: Regarding One-Stop Early Voting Matching Hours**

The so-called "hours-matching requirement" imposed under GS § 163-227.2(g2)(2) is suspended for the upcoming June primary election; and State Board of Elections staff will issue a letter of explanation reminding county directors of elections that one-stop early voting must be offered as required by statute at the board of elections office and/or alternative sites during the one-stop early voting period.

The temporary order makes clear that counties are not required to offer the same number of hours as were offered in previous elections. However, counties *are* still required to offer one-stop voting for the June 7 primary. The minimum obligation is that one-stop voting is offered at the county board of elections office from Thursday, May 26 through Friday, June 3 during the office's business hours, and also until 1:00 p.m. on Saturday, June 4. Because Monday, May 30 is a state holiday (Memorial Day), counties are not required to offer one-stop voting that day.

Of course, every county board of elections has the option to extend one-stop voting in the following ways, which requires a unanimous vote and submission of a one-stop implementation plan:

- offer *additional* hours beyond regular business hours or offer hours during the first weekend
- open additional sites to the county board of elections office
- open a different site in lieu of the county board of elections office (holding early voting in a *different room in the same building* as the county board of elections office does not require state approval)

The option for a county board member to petition the State Board of Elections to adopt a non-unanimous one-stop implementation plan pursuant to Gen. Stat. 163-227.2(g) is also available.

**We are operating on a very tight schedule for the June 7<sup>th</sup> primary. If your county will be submitting a one-stop implementation plan for the June 7 primary, you must send that plan by Friday, April 8 to allow time for state approval. (*Ballot coding is already underway and information on additional sites will be needed in order to complete the ballot coding process.*) If a county board will be unable to meet the April 8<sup>th</sup> deadline, please notify me immediately. Once again, plan submissions are only required for county BOEs that wish to extend hours and/or add additional sites.**

Plan materials should be submitted through Filezilla according to instructions in the e-mail accompanying this numbered memo. Counties that are submitting a non-unanimous implementation plan should also email those documents to [onestop@ncsbe.gov](mailto:onestop@ncsbe.gov).

If your county board of elections is only offering the minimum amount of one-stop voting (which makes an implementation plan unnecessary) please go ahead and enter the schedule into One-stop System Manager according to the usual instructions (included in the accompanying e-mail). Please do so by Friday, April 1. If you do submit an implementation plan, please wait to perform this step until the plan has been approved.

## November 8, 2016 General Election

To comply with hours-matching requirements, all counties will submit one-stop implementation plans for the November 8, 2016 general election. **Implementation plans for the 2016 general election must be electronically submitted to our office by Friday, July 29, 2016.** Plan materials should be submitted through Filezilla according to instructions in the e-mail accompanying this numbered memo. If your county is submitting a non-unanimous implementation plan or an hours reduction request, please also email those documents to [onestop@ncsbe.gov](mailto:onestop@ncsbe.gov).

Please wait to enter site and schedule information into One-Stop System Manager until the implementation plan has been approved by this office. Again, instructions are included in the accompanying e-mail.

### IMPORTANT INFORMATION ON ONE-STOP HOURS REQUIREMENTS FOR THE 2016 GENERAL ELECTION

Counties are required to offer the same number of cumulative hours of one-stop voting that were offered for the 2012 General Election. Counties should make whatever preparations are necessary to ensure statutory hours requirements are met. These preparations must include the securing of funds and resources and the reservation of locations.

The required hours for each county is contained in **Attachment One**.

In previous primaries and elections, some counties have successfully requested that that State Board allow a lower number of hours under G.S. 163-227.2(g3). That option under the statute, which requires the

request to be made by a unanimous county board of elections, can only be granted by a *unanimous* State Board of Elections. One State Board member has indicated that the member will not vote in favor of any hours reduction requests for the 2016 general election, with only the very limited exception of exigent circumstances. This member also made clear that a lack of budget of resources would not be considered a valid reason to allow a reduction. **Thus, all county boards are on notice not to expect hours reductions to be granted for the November election unless unforeseen circumstances arise.** All county boards should take steps now to secure the resources they need to meet this statutory mandate. The topic of securing resources for the 2016 general election is explored further in Numbered Memo 2016-06.

Given the expressed wishes of a member of our State Board that only unforeseen circumstances will justify hours reduction requests, we expect very few of these requests. In any case, no such requests will be accepted after Friday, July 1, 2016.

## 2012 GENERAL ELECTION ONE-STOP HOURS BY COUNTY

ALAMANCE	330	IREDELL	302	WILKES	193
ALEXANDER	123	JACKSON	464	WILSON	213
ALLEGHANY	123	JOHNSTON	444	YADKIN	113
ANSON	134.75	JONES	108	YANCEY	110
ASHE	129	LEE	236		
AVERY	108	LENOIR	443.5		
BEAUFORT	195	LINCOLN	320		
BERTIE	218.5	MACON	132		
BLADEN	298.5	MADISON	360		
BRUNSWICK	883.5	MARTIN	113		
BUNCOMBE	2146	MCDOWELL	342		
BURKE	336	MECKLENBURG	2742		
CABARRUS	240	MITCHELL	221		
CALDWELL	270	MONTGOMERY	107		
CAMDEN	115	MOORE	260		
CARTERET	380	NASH	277		
CASWELL	113	NEW HANOVER	580		
CATAWBA	273	NORTHAMPTON	318		
CHATHAM	387	ONSLow	296		
CHEROKEE	136	ORANGE	528		
CHOWAN	113	PAMLICO	149		
CLAY	124.5	PASQUOTANK	113		
CLEVELAND	221	PENDER	577		
COLUMBUS	322.5	PERQUIMANS	113		
CRAVEN	548	PERSON	279.5		
CUMBERLAND	924	PITT	545		
CURRITUCK	113	POLK	282		
DARE	202.5	RANDOLPH	318		
DAVIDSON	405	RICHMOND	222		
DAVIE	254	ROBESON	348		
DUPLIN	100	ROCKINGHAM	258		
DURHAM	997.5	ROWAN	443		
EDGEcombe	480	RUTHERFORD	287.5		
FORSYTH	1034	SAMPSON	311		
FRANKLIN	283	SCOTLAND	113		
GASTON	448	STANLY	252		
GATES	119	STOKES	239.5		
GRAHAM	111	SURRY	225.75		
GRANVILLE	240	SWAIN	200		
GREENE	122	TRANSYLVANIA	120		
GUILFORD	2364	TYRRELL	100		
HALIFAX	333	UNION	598		
HARNETT	189	VANCE	246		
HAYWOOD	213	WAKE	1658		
HENDERSON	372	WARREN	115.5		
HERTFORD	243.5	WASHINGTON	107		
HOKE	212	WATAUGA	216		
HYDE	107	WAYNE	474		