



## Tips for Being an Effective CBOE Observer & Submitting Reports

- These are public meetings, so you should always be able to hear everything that is said. Often, the sound system is inadequate, so ask them to repeat themselves. If this is not corrected, please include it in your report.
- Learn the names and titles of the officials conducting the meeting. Are they staff or members of the board? What political party do they represent?
- There may be other observers at meetings. Introduce yourself and learn what organization they represent. Comments made during the public comment period are important – include those comments in your notes and identify the speaker if possible.
- Learn the procedural policies of your CBOE. Do they allow questions? They may ask you to introduce yourself. If you don't understand what they are doing, ask, if possible. Or reach out to Marian Lewin ([Lewin@lwvnc.org](mailto:Lewin@lwvnc.org)) for clarification.

## What to Include in Your CBOE Monitoring Report

- **Budget Discussions and Polling Site Decisions:** The counties are responsible for funding elections, including the selection of early voting and election day precincts. Fewer polling locations and inadequately staffed polling sites can result in longer lines and decreased access for voters. CBOE staff turnover and recruitment issues due to low pay can impact the effective administration of elections.
- **Precinct Staffing:** Inadequate precinct staffing can impact voters. Helping your CBOE recruit poll workers is an important part of the project. By law, political parties determine staffing assignments within a polling location.
- **Ballot Counting:** A ballot is not officially counted until approved by the CBOE members. This happens at absentee ballot review meetings and at Pre-Canvass and Canvass meetings. Include all discussions about how ballots are counted or denied.
- **Voter Challenges, Candidate Challenges, Election Protests:** These legal actions can happen at CBOE meetings and can remove a candidate, a voter, or disallow an election. NC election law provides detailed procedures if this comes up, and thorough observer notes are useful.
- **Other Discussion:** Include comments by observers from other organizations and any CBOE member comments that provide insights into how decisions are made.