



2023 MUNICIPAL ELECTION GUIDE

CANDIDATE FILING: NOON, JULY 7 TO NOON JULY 21

1717W 5th Street
Greenville NC 27834

-
PO Box 56
Greenville NC 27835

-
www.pittcountync.gov/elections

-
pittlelections@pittcountync.gov
(252) 902-3300

Staff

Director: Dave Davis

dave.davis@pittcountync.gov

Deputy Director: Racheli Vidal

racheli.vidal@pittcountync.gov

Records & Projects Manager: Dawn Peaden

dawn.peaden@pittcountync.gov

Campaign Finance & Precinct Liaison: LaVern Gradney

lavern.gradney@pittcountync.gov

Clerk: Tammy Murchison

tammy.murchison@pittcountync.gov

**On Tuesday, July 25, 2023 the Elections Office will be moving to
1800 N Greene St., Suite C, Greenville NC 27834.**

Municipal Election Guide

Offices, Filing Fees, and Election Cycles

Municipality	Office Name	Number of Seats	Filing Fee	Start of Election Cycle	End of Election Cycle	Term Length
Ayden	Mayor	1	\$10. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Ayden	Town Commissioner, Ward 1	2	\$10. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Ayden	Town Commissioner, Ward 2	2	\$10. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Falkland	Mayor	1	\$5. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Falkland	Town Commissioner	3	\$5. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Farmville	Mayor	1	\$15. ⁰⁰	Jan. 1, 2022	Dec. 31, 2023	2 years
Farmville	Town Commissioner	3	\$10. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Fountain	Mayor	1	\$5. ⁰⁰	Jan. 1, 2022	Dec. 31, 2023	2 years
Fountain	Town Commissioner	2	\$5. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Greenville	Mayor	1	\$30. ⁰⁰	Jan. 1, 2023	Dec. 31, 2023	2 years
Greenville	City Council, At-Large	1	\$12. ⁰⁰	Jan. 1, 2023	Dec. 31, 2023	2 years
Greenville	City Council, District 1	1	\$12. ⁰⁰	Jan. 1, 2023	Dec. 31, 2023	2 years
Greenville	City Council, District 2	1	\$12. ⁰⁰	Jan. 1, 2023	Dec. 31, 2023	2 years
Greenville	City Council, District 3	1	\$12. ⁰⁰	Jan. 1, 2023	Dec. 31, 2023	2 years
Greenville	City Council, District 4	1	\$12. ⁰⁰	Jan. 1, 2023	Dec. 31, 2023	2 years
Greenville	City Council, District 5	1	\$12. ⁰⁰	Jan. 1, 2023	Dec. 31, 2023	2 years
Grifton	Town Commissioner	3	\$18. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Grimesland	Town Alderman	5	\$5. ⁰⁰	Jan. 1, 2022	Dec. 31, 2023	2 years
Simpson	Mayor	1	\$5. ⁰⁰	Jan. 1, 2022	Dec. 31, 2023	2 years
Simpson	Village Council	3	\$5. ⁰⁰	Jan. 1, 2022	Dec. 31, 2023	2 years
Winterville	Town Council	3	\$12. ⁰⁰	Jan. 1, 2020	Dec. 31, 2023	4 years
Winterville	Town Council (unexpired term)	1	\$12. ⁰⁰	Jan. 1, 2022	Dec. 31, 2023	2 years

The statutes relevant to municipal elections are found in Articles 23 and 24 of Chapter 163 of the NC General Statutes. These statutes may be accessed at the following link:

www.ncleg.gov/Laws/GeneralStatuteSections/Chapter163

Candidate filing begins at noon on Friday, July 7 and ends at noon on Friday, July 21. Any person seeking to become a candidate must file a notice of candidacy form and pay the specified filing fee.

The following are general candidacy requirements:

- Candidate must be 21 years old on Election Day.
- Candidate must be a registered voter of the municipality at the time they file for office. If they are not already registered to vote, they can register at the same time they file their notice of candidacy.
- Candidate must reside within the municipal corporate limits.
- For an office that is elected by district or ward, the candidate must reside within the district or ward.
- Candidate must file a notice of candidacy with the county board of elections office in the county of their residence and pay a filing fee set by the municipal governing board during the filing period. The minimum is \$5.⁰⁰ with a maximum of 1% of the annual salary of the office

sought.

- The notice of candidacy includes a question about any previous felony convictions and will require disclosure of any convictions.
- Only file for one office per election. If a person has filed a notice of candidacy for one office with the county board of elections, then a notice of candidacy may not later be filled for any other municipal office for that election unless the notice of candidacy for the first office is withdrawn first.

Municipal Election Guide Notice of Candidacy

The State Board of Elections provides a Notice of Candidacy form, which is available from any county board of elections or on the State Board's website at:

www.ncsbe.gov/candidates/filing-candidacy/notice-candidacy

Where and How to File the Notice of Candidacy

Candidates must file for municipal office at their county board of elections office. Candidate filings via surrogate cannot be accepted. During any candidate filing period, the boards of elections will only accept notices of candidacy that are:

1. Signed and submitted in person by the candidate; or,
2. Certified and delivered via mail or commercial courier service, per [NCGS § 163-294.2\(a\)](#).

When signing the notice of candidacy, the candidate must sign the notice with their legal name and, at their discretion, any nickname by which they are commonly known in the form that they wish it to appear upon the ballot. A candidate may also, in lieu of their legal first name and legal middle initial of middle name (if any), sign their nickname, provided that they append to the notice of candidacy an affidavit that they have been commonly known by the nickname for at least five years prior to the date of making the affidavit. The candidate shall also include with the affidavit the way that candidate's name (permitted by law) should be listed on the ballot if another candidate with the same last name files a notice of candidacy for that office.

If mailing the notice of candidacy, please note that the candidate is not considered to have filed their mailed notice of candidacy until the appropriate board of elections receives it, and it must be received before the end of the filing period.

Completing the Notice of Candidacy: Candidate's Name

Official ballots must contain the names of the candidates as they appear on their notice of candidacy, per [NCGS § 163-165.5\(a\)\(3\)](#). Furthermore, under this law, the ballot cannot contain a title, appendage, or appellation indicating rank, status, or position in connection with a candidate's name, though candidates may use the title Mr., Mrs., Miss, or Ms.

Legitimate nicknames may be permitted on official ballots, but only if listed on the notice of candidacy. The nickname, which appears 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 must include the way the ballot should 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's name on ballot if the candidate's name is George Eugene Smith.

Candidate Name on Ballot		Candidate Name on Ballot Examples:	
		Allowed	Not Allowed
1	A candidate may use either first or middle name before the last name (no nickname affidavit necessary)	George Smith Eugene Smith	
2	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	George S. G.E.S.
3	A candidate may choose to include a suffix (no nickname affidavit necessary).	George Smith George Smith, Jr. George Smith III	George Smith, Esq. George Smith, MD
4	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
5	If a nickname affidavit is completed, the nickname must either be used in place of the first or middle name or following the first or middle name in parentheses. Nicknames that indicate rank, status, or position, are prohibited. Any shortening of a proper 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	George (Da Bomb) Smith George (Vote For Me) Smith George (The Judge) Smith George (Winner) Smith
6	Hyphenated Surname as listed on the candidate's voter registration record-Unless the candidate's voter registration has been updated, his or her surname to appear on the ballot must match the voter registration record.	George Eugene-Smith (how candidate's name appears on the voter registration record)	George Eugene Smith (not allowed unless voter registration has been updated)

Completing the Notice of Candidacy: Disclosure of Felony Conviction

The Notice of Candidacy form provided by the State Board of Elections includes a statement that asks 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. 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 was dismissed because of a reversal on appeal or if it 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 (i.e., they have completed their sentence).

If a candidate fails to provide the required information in response to the felony disclosure question, the board of elections that accepted the filing will notify the candidate of the omission, at which point the candidate has 48 hours to provide the missing information. If a candidate does not provide this information at the time of filing or within 48 hours after the notice, the individual's filing is not considered complete, the individual's name will not appear on the ballot as a candidate, and votes for

the individual will not be counted.

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

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 date on which the right to file for that office expires. The deadline for a candidate to withdraw the notice of candidacy is by 5:00 PM on Tuesday, July 18, 2023. The Withdrawal of Notice of Candidacy Form is located on the State Board of Election’s website or can be obtained at the county board of elections office. Withdrawal of your notice of candidacy does not close your candidate committee. Your treasurer must continue to file disclosure reports until your committee is eligible to close under [08 NCAC 21 .0202](#) or to obtain inactive status under [NCGS § 163-278.10](#).

Disqualification:

When any candidate files a notice of candidacy with a board of elections, the board of elections is required to, immediately upon receipt of the notice of candidacy, inspect the registration records of the county, and cancel the notice of candidacy of any person who does not meet the constitutional or statutory qualifications for the office, including residency. The board must give notice of cancellation to any candidate whose notice of candidacy has been cancelled by mail or by having the notice served on him by the sheriff, and to any other candidate filing for the same office.

**Municipal Election Guide
Voter Registration**

Candidates and their campaigns may distribute voter registration applications and conduct voter registration drives. Voter registration applications may be picked up at county boards of elections offices in quantities up to 100. Larger quantities may be requested from the State Board of Elections and can also be requested using an online request form on the State Board website.

Any person who conducts a voter registration drive is responsible for understanding the legal requirements and the legal penalties for a failure to comply with those requirements.

Organizers and participants should carefully follow the voter registration drive information chart of requirements and DOs and DON’Ts on the following page of the State Board of Elections website:

www.ncsbe.gov/registering/hosting-voter-registration-drives

RETURN VOTER REGISTRATION APPLICATIONS TO COUNTY BOARD OF ELECTIONS

Voter registration applications that are collected from applicants should be delivered to the county board of elections of the county in which the applicant resides and must be delivered by the voter registration deadline for an election, which is no later than the 25th day prior to the election. It is recommended that the applications be delivered to the board of elections within five (5) days of receipt, keeping in mind the registration deadline. 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 the applicants' proper county board of elections.

Municipal Election Guide Absentee Voting Restrictions for Candidates

It is important the candidate understands that there are legal limits on their activity with respect to providing assistance to the voter in the absentee voting process.

Candidates may not act as witnesses for persons who are not near relatives. As noted in [NCGS § 163-237\(c\)](#), it is a criminal offense for a person to act as a witness 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. Candidates also may not take possession of a non-relative's ballot for purposes of returning the ballot to the board of elections. Doing so is a violation of [NCGS § 163-226.3\(a\)\(5\)](#) and is a felony. A "near relative" as defined in [NCGS § 163-226\(f\)](#) is a spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.

There is an exception for voters who need assistance due to a disability. A voter who needs assistance due to their disability may receive assistance in the voting process from a person of their choice, including a candidate. This exception, however, does not apply to a candidate serving as a witness unless the voter is a patient or resident of covered facility (i.e., a hospital, clinic, nursing home, or rest home).

Municipal Election Guide Electioneering at Voting Sites

No electioneering 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 must be at least 25 feet from the front entrance. Information regarding the buffer zone at each voting place will be made available by the county board of elections no later than 10 days before the opening of early voting at the voting place and no later than 30 days before election day for each election day voting place.

In accordance with [NCGS § 163-166.4](#), no person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election-related activity in the voting place or in the buffer zone. If a political sign is placed in this restricted area, it will be removed.

Electioneering Guidelines

- An electioneer is anyone campaigning outside a polling place; including: speaking to voters, distributing handouts, and/or placing signs. Many times they are referred to with other terms; however, the precise title is electioneer.
- **Boundary:** Electioneers must remain beyond the buffer zone, which will be marked with signs. Also, please be mindful of curbside voters & their privacy as they mark their ballot in the vehicle.
- **Conduct:** We often hear of electioneers who are overly aggressive in their approach to voters. Please remind your volunteers to be mindful of personal space & respect others' opinions. This extends to other electioneers, as well.
- **Sample Ballots:** If you prepare and distribute sample ballots (blank and/or pre-marked) you must include a "Paid for by..." legend according to [NCGS § 163-278.39\(a\)\(1\)](#) and [NCGS § 163-165.2](#).
- **Firearms & Weapons:** Firearms & weapons are not to be present at a polling place. Many polling places are located at facilities that prohibit weapons on their premises. Please be respectful of our host facility's wishes & the law.
- **Property:** When placing signs or speaking with voters please be respectful of the facility's property. Do not be destructive in the placement of signs or where you walk/stand. For example, stay out of decorative shrub or flower gardens. All campaign signs should be removed immediately after Election Day.
- **Issues:** If you note anything that appears in violation of election law please notify the Chief Judge or Site Manager inside the polling place or contact the Elections Office immediately at (252) 902-3300. If it appears to be a public safety issue please contact 911.
- **Access to Voting Enclosure:** After the polls close and the last voter has cast their ballot, anyone may enter the voting enclosure under the supervision of precinct officials. However, during voting hours only precinct officials and those in the act of voting may enter the voting enclosure. Individuals may step inside to inquire the number of voters, but must then return beyond the buffer zone. It is also acceptable to step in & notify precinct officials of a curbside voter.
- **Bathrooms:** Bathrooms are NOT open to use by electioneers unless they are able to access them without passing through the voting enclosure.

Municipal Election Guide Curbside Voting at Voting Sites

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.

Municipal Election Guide

Voter Assistance

- A voter is entitled to assistance in getting to and from the voting booth and in preparing their ballot in accordance with the following:
 - Assistance must be performed in person, and shall not be allowed with a person outside the voting booth;
 - Any voter shall be entitled to assistance from a near relative (spouse, child, stepchild, daughter-in-law, son-in-law, parent, stepparent, mother-in-law, father-in-law, brother, sister, grandparent, or grandchild). No other relative, friend, guardian, or person holding a power of attorney is allowed to render assistance except as allowed below; and
 - The person rendering assistance shall not persuade or induce a voter to cast their vote in any particular way.
- Voters in any of the following categories shall be entitled to assistance from any person of their choice (not including the voter's employer, official of the voter's union, or agent of the voter's employer or union): physically disabled, illiterate, or visually impaired.
- A person seeking assistance first requests the Chief Judge to permit the assistance, communicating the reasons. If the Chief Judge determines that the voter is entitled to assistance, the voter must identify the person who is to provide assistance.
- A poll worker may provide assistance to a voter if so requested, unless they are prohibited from doing so (i.e. voter's employer, official of the voter's union, or agent of the voter's employer or union).
- Anyone rendering assistance to a voter shall be admitted to the voting booth with the person being assisted. The assisting person shall not do the following:
 - Give, present, or display within the vision of the voter, any list of preferred candidates, a marked sample ballot, or any other type of document, item, or display that conveys a choice of candidate(s); unless it was brought to the voting booth by the voter;
 - Speak or play within the hearing or vision of the voter, any conversation, communication, or recording that conveys a choice of candidate(s);
 - Operate a phone, radio, computer, or any other means of communication while in the voting booth with the voter; and
 - Communicate to others how the voter voted or make a memorandum of anything that occurred in the voting booth.

Municipal Election Guide

Reporting of 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 contests).

Absentee Ballots

Absentee ballots (including One-Stop early voting 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

If an individual seeking to vote claims to be a registered voter and though eligible to vote in the election does not appear on the official list of eligible registered voters in the voting place, that individual may cast a provisional ballot. Provisional ballots are researched after Election Day. If the provisional voter is determined to be eligible, their ballot will be approved at the county's canvass meeting.

Information on election night reporting and the State Board's Election Results Dashboard can be accessed here: www.ncsbe.gov/results-data/election-results.

Municipal Election Guide

Challenges to A Candidate's Qualifications for Office

A challenge to a candidate's qualifications for office 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 Municipal Candidate Filing Period for the 2023 municipal elections ends at noon on Friday, July 21. The deadline to challenge a candidate's notice of candidacy for municipal office is Friday, August 4. But if a challenger discovers one or more grounds for challenging a candidate after this deadline, the grounds may be the basis for an election protest under [NCGS § 163-182.9](#).

The challenge must be made in a verified affidavit by a challenger, and it must be 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.

Municipal Election Guide Campaign Signs (Littering Statutes)

Each candidate should contact their municipality for any locally adopted sign ordinance. Be aware of the following NC statutes. It is the responsibility of each candidate/committee to remove campaign signs after the election to avoid littering penalties.

§ 14-156. Injuring fixtures and other property of electric-power companies.

It shall be unlawful for any person willfully and wantonly, and without the consent of the owner, to take down, remove, injure, obstruct, displace or destroy any line erected or constructed for the transmission of electrical current, or any poles, towers, wires, conduits, cables, insulators or any support upon which wires or cables may be suspended, or any part of any such line or appurtenances or apparatus connected therewith, or to sever any wire or cable thereof, or in any manner to interrupt the transmission of electrical current over and along any such line, or to take down, remove, injure or destroy any house, shop, building or other structure or machinery connected with or necessary to the use of any line erected or constructed for the transmission of electrical current, or to wantonly or willfully cause injury to any of the property mentioned in this section by means of fire. Any person violating any of the provisions of this section shall be guilty of a Class 2 misdemeanor.

§ 136-32. Regulation of signs.

(a) Commercial Signs. - No unauthorized person shall erect or maintain upon any highway any warning or direction sign, marker, signal or light or imitation of any official sign, marker, signal or light erected under the provisions of G.S. 136-30, except in cases of emergency. No person shall erect or maintain upon any highway any traffic or highway sign or signal bearing thereon any commercial or political advertising, except as provided in subsections (b) through (e) of this section: Provided, nothing in this section shall be construed to prohibit the erection or maintenance of signs, markers, or signals bearing thereon the name of an organization authorized to erect the same by the Department of Transportation or by any local authority referred to in G.S. 136-31. Any person who shall violate any of the provisions of this section shall be guilty of a Class 1 misdemeanor. The Department of Transportation may remove any signs erected without authority or allowed to remain beyond the deadline established in subsection (b) of this section.

(b) Compliant Political Signs Permitted. - During the period beginning on the 30th day before the beginning date of "one-stop" early voting under G.S. 163-227.2 and ending on the 10th day after the primary or election day, persons may place political signs in the right-of-way of the State highway system as provided in this section. Signs must be placed in compliance with subsection (d) of this section and must be removed by the end of the period prescribed in this subsection. Any political sign remaining in the right-of-way of the State highway system more than 30 days after the end of the period prescribed in this subsection shall be deemed unlawfully placed and abandoned property, and a person may remove and dispose of such political sign without penalty.

(c) Definition. - For purposes of this section, "political sign" means any sign that advocates for political action. The term does not include a commercial sign.

(d) Sign Placement. - The permittee must obtain the permission of any property owner of a residence, business, or religious institution fronting the right-of-way where a sign would be erected. Signs must be placed in accordance with the following:

(1) No sign shall be permitted in the right-of-way of a fully controlled access highway.

- (2) No sign shall be closer than three feet from the edge of the pavement of the road.
- (3) No sign shall obscure motorist visibility at an intersection.
- (4) No sign shall be higher than 42 inches above the edge of the pavement of the road.
- (5) No sign shall be larger than 864 square inches.
- (6) No sign shall obscure or replace another sign.

(e) Penalties for Unlawful Removal of Signs. - It is a Class 3 misdemeanor for a person to steal, deface, vandalize, or unlawfully remove a political sign that is lawfully placed under this section.

(f) Application Within Municipalities. - Pursuant to Article 8 of Chapter 160A of the General Statutes, a city may by ordinance prohibit or regulate the placement of political signs on rights-of-way of streets located within the corporate limits of a municipality and maintained by the municipality. Any such ordinance shall provide that any political sign that remains in a right-of-way of streets located within the corporate limits of a municipality and maintained by the municipality more than 30 days after the end of the period prescribed in the ordinance is to be deemed unlawfully placed and abandoned property, and a person may remove and dispose of such political sign without penalty. In the absence of an ordinance prohibiting or regulating the placement of political signs on the rights-of-way of streets located within a municipality and maintained by the municipality, the provisions of subsections (b) through (e) of this section shall apply.

§ 163-129. Structure at voting place; marking off limits of voting place.

(a) At the voting place in each precinct established under the provisions of G.S. 163-128, the county board of elections shall provide or procure by lease or otherwise a suitable structure or part of a structure in which registration and voting may be conducted. To this end, the county board of elections shall be entitled to demand and use any school or other State, county, or municipal building, or a part thereof, or any other building, or a part thereof, which is supported or maintained, in whole or in part by or through tax revenues provided, however, that this section shall not be construed to permit any board of elections to demand and use any tax exempt church property for such purposes without the express consent of the individual church involved, for the purpose of conducting registration and voting for any primary or election, and it may require that the requisitioned premises, or a part thereof, be vacated for these purposes.

(b) If a county board of elections requires that a tax-supported building be used as a voting place, that county board of elections may require that those in control of that building provide parking that is adequate for voters at the precinct, as determined by the county board of elections.

(c) The county board of elections shall inspect each precinct voting place to ascertain how it should be arranged for voting purposes, and shall direct the chief judge and judges of any precinct to define the voting place by roping off the area or otherwise enclosing it or by marking its boundaries. The boundaries of the voting place shall at any point lie no more than 100 feet from each ballot box or voting machine. The space so roped off or enclosed or marked for the voting place may contain area both inside and outside the structure in which registration and voting are to take place.

(d) The county board of elections shall ensure that each precinct voting place permits candidates at least 36 hours prior to the opening of the voting place and at least 36 hours after the close of the voting place, as provided in G.S. 163A-1130, to place and retrieve political advertising. Any political advertising placed outside the times specified in this subsection may be removed by the property owner.

19A NCAC 02E .0415 Advertising signs within right of way

It shall be unlawful for any person, firm, or corporation to erect, place, or allow any advertising, or other sign, except regulation traffic and warning signs approved by the Department, on any highway or the right-of-way thereof, or so as to overhang the right-of-way, or to permit the erection or placing of any advertising or other sign, as herein prohibited, on any highway right-of-way which is situated over any land owned, rented, leased, or claimed by such person, firm, or corporation.

Municipal Election Guide

Relevant Laws For Municipal Elections

Statute/Code	Brief Description
<u>163-166.4</u>	Limitation on activity in the voting place and in a buffer zone around it
<u>163-278.10A</u>	Threshold of \$1,000 for financial reports for certain candidates
<u>163-278.12(c)</u>	Special reporting of electioneering communications
<u>163-278.38Z(7)</u>	Print Media
<u>163-278.39</u>	Disclosure Legends
<u>163-279</u>	Time of municipal primaries and elections
<u>163-286</u>	Conduct of municipal and special district elections
<u>163-289</u>	Right to challenge; challenge procedure
<u>163-290</u>	Alternative methods of determining the results of municipal elections
<u>163-291</u>	Partisan primaries and elections
<u>163-292</u>	Determination of election results in cities using the plurality method
<u>163-294.1</u>	Death of candidates or elected officers
<u>163-294.2</u>	Notice of candidacy and filing fee in nonpartisan municipal elections
<u>163-294.3</u>	Sole candidates to be voted upon in nonpartisan municipal elections
<u>163-294.4</u>	Failure of candidates to file; death of a candidate before election
<u>163-299</u>	Ballots; municipal primaries and elections
<u>163-301</u>	Chairman of election board to furnish certificate of elections
<u>08 NCAC 21.0106</u>	Electronic Filing Requirements
<u>08 NCAC 21.0501</u>	Billboards

Campaign Finance Organizing the Committee

FIRST ACTIVITY:

Within 10 days of the following activities, the treasurer of a candidate committee must submit an organizational report:

- Receiving contributions or making expenditures
- Filing a notice of candidacy
- Being certified as the nominee of a political party for a vacancy

Campaign Finance Forms Required to Set Up the Committee

New Committee Forms:

Committees staying Under Threshold:

- Mandatory: Statement of Organization – Candidate Committee (CRO-2100A)
- Mandatory: Certification of Financial Account Information (CRO-3500)
- Mandatory if running for an eligible office and seeking to operate “under threshold”: Certification of Threshold (CRO-3600)
- Optional, but recommended: Candidate Designation of Committee Funds (CRO-3900)

Committees Over Threshold:

- Mandatory: Statement of Organization – Candidate Committee (CRO-2100A)
- Mandatory: Certification of Financial Account Information (CRO-3500)
- Optional, but recommended: Candidate Designation of Committee Funds (CRO-3900). Undesignated funds may escheat to the State upon the death of the candidate.

Mandatory as part of the committee’s organizational disclosure report:

- Disclosure Report Cover (CRO-1000). Failure to submit may result in civil penalty.
- Detailed Summary (CRO-1100). Failure to submit may result in civil penalty.
- Any other Disclosure Report forms based on the Detailed Summary

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

Campaign Finance Certification of Threshold

If a municipal candidate does not intend to raise or spend more than \$1,000 in the election cycle, the treasurer may submit a Certification of Threshold (CRO-3600). As long as the committee remains under the threshold, the treasurer is not required to submit regular disclosure reports.

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 for the election cycle must submit form CRO-3600 with the committee's organizational report, which is due within ten days of organizing or filing a notice of candidacy. To remain under threshold for subsequent election cycles, the committee must submit a CRO-3600 by the applicable due date in [08 NCAC 21 .0203](#). 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 submit disclosure reports.

If the intent to stay within the threshold changes, or if the \$1,000 threshold is exceeded, the treasurer must immediately notify the county board and shall be responsible for submitting all future reports. Any contribution, loan or expenditure which would have been required to be reported on an earlier report must be disclosed on the next report required after the intent changes or the threshold is exceeded. [NCGS § 163-278.10A](#)

Threshold committees that wish to close after the election and are eligible under [08 NCAC 21 .0202](#) must submit a Certification to Close Committee (CRO-3400). A committee is not eligible to close if the committee has failed to submit a report or the committee has a penalty assessed that remains unpaid within three years of the date the assessment was due.

Please note that the option to submit 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 submit a Certification of Threshold.

Campaign Finance Treasurer 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 (in-person sessions are currently being conducted via webinar). A schedule of upcoming training sessions as well as the training sessions is also available online at www.ncsbe.gov/Campaign-Finance/training 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 submit the Certification of Threshold must also complete the required training.

Campaign Finance Submitting Disclosure Reports

ARE ALL CANDIDATES REQUIRED TO SUBMIT DISCLOSURE REPORTS?

Most candidates are required to submit 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 submitting disclosure reports. While eligible candidates that submit a Certification of Threshold are not required to submit 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. That is because if the committee exceeds threshold, the committee must then submit a disclosure report covering from the time the committee went under threshold through the end of the next report end date.

WHEN ARE DISCLOSURE REPORTS FILED?

An overview of the schedule to file disclosure reports can be found in [NCGS § 163-278.40E](#). The county board of elections will provide notice before each report is due to the treasurer disclosed on the most recent Statement of Organization – Candidate Committee (CRO-2100A). The committee may also choose to have the candidate, any assistant treasurer, or custodian of books receive notices as well by checking the applicable box on the Statement of Organization. If a treasurer prefers to receive notices by email, he or she must check the applicable box on the Statement of Organization. A treasurer that does not make the selection on the Statement of Organization will only receive notices by US Mail, not email. The reporting schedule for the 2023 municipal disclosure reports is as follows:

Report	Due Date	Period Begin Date	Period End Date
2023 Mid-Year Semi Annual Report (Committees existing prior to June 30, 2023)	7/28/2023	1/01/2023	6/30/2023
2023 35-Day Report	10/3/2023	*From last report	9/26/2023
2023 Pre-Election Report	10/30/2023	*From last report	10/23/2023
2023 Year-End Semi Annual Report	1/26/2024	*From last report	12/31/2023

Reports may be filed with the county board of elections no earlier than the **day after the period end date** but **no later than 5:00 pm on the due date**.

Campaign Finance What Is Included In A Disclosure Report?

All disclosure reports must include a "wet ink" signature on 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 reporting period, the type of report being submitted, and for providing a "wet ink" 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 submitted 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 the paper forms is that the Detailed Summary form (CRO-1100) serves as a form 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.

Campaign Finance Methods Available For Filing Disclosure Reports

Any committee may submit disclosure reports electronically. Municipal candidates who have a cumulative total of more than \$10,000 in contributions, in expenditures, or in loans in an election cycle must submit reports electronically. [NCGS § 163-278.9\(i\)](#)

If a committee is a mandatory electronic filer remember BOTH the signed Disclosure Cover AND the data file (.cfd) MUST be TIMELY to avoid a penalty.

A software manual, step-by-step instructions and new software instruction videos are available on the State Board of Elections website:

www.ncsbe.gov/campaign-finance/campaign-finance-reporting-software

Always check to see if the committee is using the current version of the Campaign Finance Remote Software at the start of each election cycle.

All other committees may submit reports on paper forms. The Campaign Finance Reporting Forms can be found on the State Board of Elections website at:

www.ncsbe.gov/campaign-finance/reporting-forms

Download the Campaign Finance Manual at:

https://s3.amazonaws.com/dl.ncsbe.gov/Campaign_Finance/Campaign-Finance-Manual.pdf

When mailing reports, the campaign finance office of the State Board of Elections strongly encourages treasurers to send all disclosure reports by certified mail or by other delivery services with proof of pickup and delivery dates. All Board of Election offices shall honor the date of postmark or equivalent marking by an authorized delivery service.

Campaign Finance Penalties For Filing Disclosure Reports Late

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 a rate of \$50 per day up to a maximum of \$500. [NCGS § 163-278.34\(a\)](#)

A candidate committee report that affects a statewide election is penalized at a rate of \$250 per day up to a maximum of \$10,000. A report affects a statewide election if the committee made any contributions to or in support of a statewide candidate.

Any willful attempt to conceal contributions or expenditures may result in civil penalties up to three times the amount attempted to be concealed. [NCGS § 163-278.34\(a\)](#)

If a committee fails to submit a report, in addition to civil penalties, the State Board may issue an order requiring the committee to submit the missing report, and if the report is not submitted, an order that the committee cease receiving contributions and making expenditures until the missing report is submitted and any civil penalty paid. [NCGS § 163-278.34\(c\)](#)

Campaign Finance When Submitting Paperwork...Remember

- Forms can be typewritten or completed in blue or black ink (handwritten reports must not be completed in pencil).
- Multiple documents should not be stapled together.
 - Disclosure Reports may be stapled; however, certifications should not be staples to a report. Paperclips may be utilized.
- Reports cannot be dated, signed, or submitted prior to the end of the reporting period.
- Always enter the period start date and period end date on form Disclosure Report Cover (CRO-1000).
- A DATE and ORIGINAL "wet ink" signature are required on the CRO-1000.
- Make sure reports are going to the correct Board of Elections. If unsure where to submit reports, call before you send.
- Campaign Finance office strongly encourages treasurers to send all disclosure reports by certified mail or by other delivery services with proof of pickup and delivery dates.

E-Filers:

Per Rule [08 NCAC 21 .0106](#):

- Reports shall be submitted on or before 11:59 pm of the business day in which it is to be submitted.
- For each disclosure report submitted electronically, the treasurer shall sign the CRO-1000 Disclosure Report Cover and submit it with the board of elections office where the political committee submitted its Statement of Organization.

- A Disclosure Report Cover is considered submitted either:
 - on the date it is received by hand-delivery during regular business hours at the county board of elections or State Board of Elections; or,
 - on the date it is postmarked by the United States Postal Service or marked with an equivalent marking by a delivery service authorized by [NCGS § 1A-1, Rule 4](#).
- A committee that is required to submit electronically pursuant to [NCGS § 163-278.9\(i\)](#) and only submits a paper report may be subject to civil penalties and/or other civil remedies under [NCGS § 163-278.34](#).

Campaign Finance

What Is the Law Regarding Contributions?

Effective January 1, 2023, no individual or political committee shall contribute in excess of \$6,400 to a candidate committee in any election ([NCGS § 163-278.13](#)). A candidate or candidate's spouse may contribute unlimited amounts.

A candidate committee may not accept any contribution made by a corporation, business entity, labor union, professional association, or insurance company. [NCGS § 163-278.15](#)

Do not "pass the hat" or collect any anonymous contributions. No matter how small the contribution, the first and last name of the contributor, date and form of payment must always be obtained.

For contributions over \$50, the treasurer must use the best efforts described in [08 NCAC 21 .0101](#) to gather and disclose the contributor's first and last name, mailing address, job title or profession, and employer's name or employer's specific field of business activity.

A cash contribution greater than \$50 is prohibited. All contributions greater than \$50 must be made by a verifiable form of payment, such as a check, money order, or credit card.

A person who purchases something from a candidate has made a contribution to that candidate's committee.

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.

Volunteers must follow all campaign finance laws. Make sure everyone accepting contributions on behalf of the committee understands what is acceptable and what is not.

An in-kind contribution is a non-monetary contribution, such as a good or service, provided to a candidate or candidate committee. In-Kind Contributions must be reported as a contribution on a Contributions from Individuals (CRO-1210) or Aggregated Contributions from Individuals form (CRO-1205) AND on an In-Kind contribution form (CRO-1510). This shows the money going into the committee and going out and not affecting the total.

Campaign Finance

What Is the Law Regarding Expenditures?

Candidate committees may only make expenditures as permitted by [NCGS § 163-278.16B](#). A candidate or candidate committee may use contributions only for the following purposes:

- Expenditures resulting from the candidate's campaign for public office.
- Expenditures resulting from holding public office.
- 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.
- 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.
- Contributions to another candidate or candidate's campaign committee.
- To return all or a portion of a contribution to the contributor.
- Payment of any penalties against the candidate or candidate's campaign committee for violation of North Carolina's Campaign Finance Laws.
- Payment to the Escheat Fund established by Chapter 116B of the General Statutes.
- 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 submit 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.

Campaign Finance

Basic Disclosure Requirements for Print, Radio, and Television Advertisements

Print media, radio, and television advertisements that are a reportable contribution, expenditure, independent expenditure, or electioneering communication must include a legend or statement disclosing certain information about the advertisement. [NCGS § 163-278.39](#)

- Please note, there is a specific exception in [NCGS § 163-278.39C](#) for advertisements sponsored by individuals who make independent expenditures of less than \$1,000 in a political campaign.

The disclosure legend is only required for print media, radio, and television advertisements. North Carolina does not currently require disclosures on internet or social media advertisements. Defined in [NCGS § 163-278.38Z\(7\)](#), print media includes:

- Billboards (see definition in [08 NCAC 21 .0501](#))
- Cards
- Newspapers
- Newspaper Inserts
- Magazines
- Mass Mailings
- Pamphlets
- Fliers
- Periodicals
- Outdoor Advertising Facilities

Effective December 1, 2021, a billboard is any sign, flat surface, or other display greater than 50 square feet ([08 NCAC 21 .0501](#)). Yard signs, posters, and magnetic signs with a print area of equal to or less than 50 square feet do not require a disclosure legend. [08 NCAC 21 .0501](#) also clarifies that flags and banners are not billboards.

Contents of the Disclosure Legend

- The sponsor of the advertisement must be disclosed. The sponsor is the candidate, political committee, referendum committee, individual, or other entity that purchased the advertisement ([NCGS § 163-278.38Z\(10\)](#)). The disclosure legend shall include the statement "Paid for by [Name of candidate, candidate committee, political party organization, political action committee referendum committee, or individual]." [NCGS § 163-278.39\(a\)\(1\)](#)
- If sponsored by a political committee or referendum committee, the name in the "Paid for by" statement shall be the same name that appears on the committee's Statement of Organization. [NCGS § 163-278.39\(a\)\(2\)](#)
- If an advertisement is jointly sponsored, the disclosure legend shall name all sponsors. If the print media advertisement supports or opposes one or more clearly identified candidates, the advertisement shall disclose whether the advertisement was authorized by any candidate. The disclosure legend shall state either "Authorized by [name of candidate], candidate for [name of office]" or "Not authorized by a candidate." An "Authorized by" statement is not required if the advertisement is sponsored by the candidate or candidate committee. [NCGS § 163-278.39\(a\)\(3\)](#)
- If the print media advertisement identifies a candidate the sponsor is opposing, the advertisement shall name the candidate who is intended to benefit from the advertisement.

This subdivision applies only when the sponsor coordinates or consults about the advertisement or the expenditure for it with the candidate who is intended to benefit. [NCGS § 163-278.39\(a\)\(4\)](#)

Sample Disclosure Legend for a PAC:

Paid for by Citizens for John Smith. Authorized by John Smith, candidate for City Council.

Size Requirements for Print Media Advertisements. [NCGS § 163-278.39\(b\)](#)

- The height of the disclosure legend shall be at least five percent (5%) of the height of the printed space of the advertisement, however, the type shall be no less than 12-point font.
- In an advertisement in a newspaper or a newspaper insert, the disclosure legend may be less than five percent (5%) of the height of the advertisement so long as the type is no less than 28-point font.
- If a single advertisement consists of multiple pages, folds, or faces, the disclosure legend only needs to appear on one page, fold or face.

Size Requirements for Television Advertisements. [NCGS § 163-278.39\(b\)](#)

- The visual disclosure legend shall constitute four percent (4%) of the vertical picture height.
- Where the television advertisement is paid for by a candidate or candidate committee, the visual disclosure legend shall appear simultaneously with an easily identifiable photograph of the candidate for at least two seconds.

Radio Advertisements. [NCGS § 163-278.39\(b\)](#)

- In a radio advertisement, the disclosure statement shall last at least two seconds. The statement shall be spoken so that its contents may be easily understood.

Campaign Finance Mandatory Compliance Training

For NC Candidate, Party and Referendum Committee Treasurers

Training is required once every four years for all NC Treasurers including those under the \$1,000 threshold. A schedule of all regional training dates, times and locations is also available online at:

www.ncsbe.gov/Campaign-Finance/training

If you have campaign finance software questions please contact the State Board of Elections via the following email address. campaign.reporting@ncsbe.gov

To learn about the electronic campaign filing software, including installation and tips, access the State Board of Elections reporting software website.

www.ncsbe.gov/campaign-finance/campaign-finance-reporting-software

PAC's and IE Committees should visit www.ncsbe.gov/Campaign-Finance/training for their specialized schedule.

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)
Persons that DO NOT register for training on-line via NC Learning Center will not receive credit for training!

2023 Mandatory In-Person and Webinar – State and Regional Training Schedule

County	Date	Time	Location
SBE/Raleigh	07/18	9:00 – 1:00	State Board of Elections – 430 N. Salisbury St., Raleigh
SBE/Raleigh	08/08	9:00 – 1:00	State Board of Elections – conducted via webinar (Microsoft Teams)
Mecklenburg	08/16	9:00 – 1:00	Mecklenburg Co. Board of Elections – 741 Kenilworth Ave. Ste. 202, Charlotte
Moore	08/18	9:00 – 1:00	Moore Co. Board of Elections – 700 Pinehurst Ave., Carthage
Chatham	08/21	9:00 – 1:00	Chatham Co. Agriculture & Conf. Center – 1192 US Hwy 64 W Bus, Pittsboro
SBE/Raleigh	08/22	9:00 – 1:00	State Board of Elections – 430 N. Salisbury St., Raleigh
Surry	08/24	1:00 – 5:00	Surry Co. Board of Elections – 915 E. Atkins St., Dobson
Caldwell	08/25	9:00 – 1:00	Caldwell Co. Board of Elections – 120 Hospital Ave., Lenoir
Jackson	08/28	9:00 – 1:00	Jackson Co. Board of Elections – 876 Skyland Dr., Sylva
Buncombe	08/29	9:00 – 1:00	East Asheville Library – 3 Avon Rd., Asheville
Pasquotank	09/06	1:00 – 5:00	Red Cross Auditorium – 1409 Parkview Dr., Elizabeth City
Pitt	09/07	9:00 – 1:00	Pitt Co. Government Office (James Auditorium) – 1717 W. 5 th St., Greenville
Brunswick	09/11	1:00 – 5:00	David Sandifer Admin. Building – 30 Government Center Dr. NE, Bolivia
New Hanover	09/12	9:00 – 1:00	Northeast Library Paynter Room – 1241 Military Cutoff Rd., Wilmington
SBE/Raleigh	09/13	1:00 – 5:00	State Board of Elections – conducted via webinar (Microsoft Teams)
Granville	09/14	9:00 – 1:00	Granville Co. Pub. Library – Richard H. Thornton Library, 210 Main St., Oxford
SBE/Raleigh	09/18	9:00 – 1:00	State Board of Elections – 430 N. Salisbury St., Raleigh
Forsyth	09/19	1:00 – 5:00	Forsyth Co. Board of Elections – 201 N. Chestnut St., Winston Salem
Beaufort	09/21	1:00 – 5:00	Beaufort Co. Board of Elections – 1308 Highland Dr., Suite 104, Washington
Gaston	09/25	1:00 – 5:00	Gaston Co. Board of Elections – 410 W. Franklin Blvd., Suite 50, Gastonia
Catawba	09/26	9:00 – 1:00	Catawba Co. Board of Elections – 145 Government Dr., Newton
Scotland	09/28	1:00 – 5:00	Scotland Co. Annex Building – 231 E. Cronly St., Laurinburg

*Information for training for Political Action Committees (PACs) is available via the following link

www.ncsbe.gov/Campaign-Finance/training

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

Click on the following link www.ncsbe.gov/Campaign-Finance/training.

Complete instructions for registering and accessing the training website are included on the next page. Attendees arriving more than 15 minutes after the session begins may not receive credit & will need to re-schedule. The State Board of Elections 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 Campaign Finance Software Training:

Follow the instructions above to register for Campaign Finance Software Training or email your request to helprequest.SBOE@ncsbe.gov and someone will contact you to assist with scheduling a session.

Campaign Finance Mandatory Compliance Training

How to Register & Complete Mandatory Compliance Training (on-line & in-person)

New account users must wait 24–72 hours after creating a user LMS account before all training opportunities will be available for registration. This is a system constraint with no exception.

1. To access the training registration, type this link: <https://ncgov.csod.com/> in your Internet browser address bar.
2. To create an account, click “Register – [Click here](#) to create account” link. If you already have an account and need assistance to re-activate your account or reset your password, contact the State Board.
3. Complete all *required fields to create your new account. **First/Last Name, Email Address, Phone, User ID, EE Code (CF-Elections), Category (Associated State Agency), Association (Elections) and Password (password requirements: upper & lowercase letters, alpha and numeric characters, must be 8-20 characters, cannot have leading or trailing spaces and cannot be the same as Username, User ID, or email address).** Click Login.
4. From the welcome page, search for training in the upper right corner. Enter the word “Campaign” and click the magnifying glass symbol.
5. You should see multiple training options in your list. Click on the training title of your preference (NCSBE Campaign Finance Mandatory Compliance Training), either the classroom or online session. The classroom session has a calendar symbol in red. The online session has a computer screen.
6. If a classroom session is selected, you will be taken to the next screen to REQUEST the session you would like to attend. The system may not immediately provide you with a listing of session dates to select from. If this happens, log-out and wait (24-72 hours) to log-in, the dates should then appear.
7. 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**.
8. 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 currently no audio for the on-line training.

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



Online Course Troubleshooting Notes:

- 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.

For assistance email helprequest.SBOE@ncsbe.gov or visit website at: www.ncsbe.gov/Campaign-Finance.



Campaign Finance

Mandatory Electronic Filing Frequently Asked Questions

1. I am expecting to have very little activity for my election Do I still need to submit my reports electronically?

Any committee that raises or spends in excess of \$10,000 in an election cycle must submit reports electronically. Any committee that does not exceed the \$10,000 threshold will not be required to submit reports electronically but may choose to do so. All committees that submit electronic reports must comply with Rule [08 NCAC 21 .0106](#) in filing their reports.
2. What are the benefits of filing electronically?

The software performs calculations thereby making your committees reports more accurate and less time consuming for the user. In addition, the software maintains a database of all contributors and payees which saves time by eliminating the need to enter repetitive information.
3. How do I obtain the reporting software?

The Campaign Finance Remote Software is available on the State Board of Elections website at www.ncsbe.gov/Campaign-Finance/reporting-software. The software is available for download onto a computer only. This is not a web-based system. There are short instructional videos, a manual and help topics to get your committee started. The software will be updated each year and/or if there are legislative changes to when the elections will be held. As reporting dates will need to be updated within the system to ensure proper reporting dates. Each year check the SBOE website to ensure your committee is using the latest version of the software.

A treasurer may use third-party software only if that software can generate reports that are capable of import into the State Board's central database. The import file formal and a validation tool to assist in verifying the format of import files are available on the NCSBE website.
4. I have a really old pc (dial up, tablet, Mac), will this software work on my device?

The Reporting software is a stand-alone application built for the Windows operating system; there is no support for setting up the application to run over a network. It will not run Apple products.
5. When is the best time to start using the software?

You can start at any time but it's easier to start at the beginning of a committee or the beginning of an election cycle so that your election totals are correct.
6. Can I create a pdf file and email that in as my electronic report?

No. A pdf is not the correct format for electronic filing. Reports generated by the State Board software or third-party software must be submitted by e-mailing the generated data file (.cfd file) to campaign.reporting@ncsbe.gov.

7. Why am I emailing my electronic reports to the State? I am a municipal county candidate.
Currently we do not have internal software that county boards of elections can use to receive electronic reports. All electronic reports are received by the State Board of Elections and made available on the NCSBE website. For where to submit your data file (.cfd) reference #6.
8. How can I determine that my electronic report was received?
When a committee sends the data file (.cfd) to campaign.reporting@ncsbe.gov, the committee will get an email from our email system within 48 hours. For those data files that are invalid/ blank files, a return email will be sent alerting them that a new file is needed in the correct data file (.cfd) format. All electronic reports will be available on the NCSBE website. Reports received and processed are typically posted online the following business day. Please note, daily volume may extend this timeline.
9. I heard that the state was working on web based software. Is that available?
Modernization efforts are on-going; however, new software will not be available for this municipal election cycle.
10. Do I still need to submit a signed cover page manually if I have submitted an electronic report?
Yes. [08 NCAC 21 .0106](#) requires that municipal candidate committee treasurers sign and submit a Disclosure Report Cover (CRO-1000) with the county board of elections for each report submitted.
11. We are planning to have three very large fundraisers Will I be able to assist my treasurer with data entry duties using this software?
Unfortunately, the software is a stand-alone application which cannot easily be shared between users. Downloading the software to a laptop which can be shared between users is what we would recommend.
12. What happens if a committee exceeds \$10,000 and doesn't submit their reports electronically?
The committee may be subject to civil penalties and/or other civil remedies under [NCGS 163-278.34](#).
13. If I want to receive training for the software, how do I register my interest?
Software training is provided at the NCSBE office, via online webinar and on a one-to-one basis. There are short instructional videos, an Electronic Filing Software Manual and supplemental help topics that will get you started using the software on the NCSBE website. www.ncsbe.gov/campaign-finance/campaign-finance-reporting-software

If you have campaign finance software questions, please contact our office via the following email address: campaign.reporting@ncsbe.gov

To learn about the electronic campaign filing software, including installation and tips, use the above Campaign Finance Reporting Software link.

14. If I have questions about how to use the software, who should I ask?

You can email your questions at to NCSBE at campaign.reporting@ncsbe.gov; or, you can call 919-814-0700 and choose option 3.

Elected Officials

Current Municipal Elected Officials

TOWN OF AYDEN

PO Box 219, Ayden NC 28513
(252) 481-5817
www.ayden.com

Mayor

Steve Tripp – 2023

Commissioner – Ward 1
Ivory Mewborn – 2023

Commissioner – Ward 2
Cynthia Goff – 2023

Commissioner – Ward 3
Raymond Langley – 2025

Commissioner – Ward 4
Johnny Davis – 2025

Commissioner – Ward 5
Sarah Parker Connor – 2025

TOWN OF BETHEL

PO Box 337, Bethel NC 27812
(252) 818-0891
www.bethelnc.org

Mayor

Carl Wilson – 2025 *appointed*
Jan. 2023

Commissioners

Ferrell L. Blount – 2025
Barbara Bynum – 2025
Thomas W. Lilley – 2025
Tina Staton – 2025
Fred Whitehurst – 2025
appointed Jan. 2023

TOWN OF FALKLAND

PO Box AO, Falkland NC 27827
(252) 757-3787

Mayor

Ginger Little – 2023

Commissioners

Joy M. Collins – 2023
James Larry Gorham – 2023
James Ronald Norville – 2023

TOWN OF FARMVILLE

PO Box 86, Farmville NC 27828
(252) 753-5116
farmvillenc.gov

Mayor

John O. Moore – 2023

Commissioners

Jamin Dixon – 2023
Brenda Elks – 2023
Alma Cobb Hobbs – 2025
David Shackelford – 2025
Bert Smith – 2023

TOWN OF FOUNTAIN

PO Box 134, Fountain NC 27829
(252) 749-2881

Mayor

Kathy A. Parker – 2023

Commissioners

Doris Jean Edwards – 2023
Rhonda Johnson – 2025
Katie Strickland – 2025
Glen Vines – 2023
Steven M. Williams – 2025

CITY OF GREENVILLE

PO Box 7207, Greenville NC 27835
(252) 329-2489
www.greenvillenc.gov

Mayor

P. J. Connelly – 2023

Council Member At-Large
Will Bell – 2023

Council Member District 1
Monica Daniels – 2023

Council Member District 2
Rose H. Glover – 2023

Council Member District 3
Marion Blackburn – 2023

Council Member District 4
Rick Smiley – 2023

Council Member District 5
Les Robinson – 2023

TOWN OF GRIFTON

PO Box 579, Grifton, NC 28530
(252) 524-5168
www.grifton.com

Mayor

Billy Ray Jackson – 2025

Commissioners

William K. Barnes – 2023
Angela T. Gay – 2023
Claude Kennedy – 2025
Raymond E. Oakes, Jr. – 2025
Jessica (Daigneault) Steelman –
2023 to complete
unexpired term

TOWN OF GRIMESLAND

PO Box 147, Grimesland NC
27837

(252) 752-6337

www.grimesland.org

Aldermen

Ted Bowles – 2023

Ronnie Bowling – 2023

Eleanor H. Farr – 2023

Kyle Hodges – 2023

Sarah Warren – 2023

VILLAGE OF SIMPSON

PO Box 10, Simpson NC 27879
(252) 757-1430

www.villageofsimpsonnc.com

Mayor

Richard C. Zeck – 2023

Council

Brenda Gatlin Hawkins – 2023

Mary Moye – 2023

Dianne Thomas – 2023

TOWN OF WINTERVILLE

PO Box 1459, Winterville NC
28590

(252) 756-2221

www.wintervillenc.com

Mayor

Ricky Hines – 2025

Council

Brandy Harrell – 2023

appointed Feb. 2023

Tony P. Moore – 2023

Johnny Moye – 2025

Paul A. Rice – 2023 *appointed*

Dec. 2021

Veronica W. Roberson – 2023