



# **NORTH CAROLINA**

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## **STATE BOARD OF ELECTIONS**

# **2021 MUNICIPAL ELECTIONS**

## **A CANDIDATE'S GUIDE TO ELECTIONS IN NORTH CAROLINA**



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## IMPORTANT ELECTION EVENT DATES CANDIDATE FILING PERIOD

Filing Period from July 2-July 16 for municipalities that do not have residency or electoral districts.

**FRIDAY, JULY 2, 2021 NOON**  
Candidate Filing Period Begins

**TUESDAY, JULY 13, 2021 5:00 PM**  
Last Day to Withdraw as a Candidate

**FRIDAY, JULY 16, 2021 NOON**  
Candidate Filing Period Ends

**FRIDAY, JULY 30, 2021**  
Last Day to File a Candidate Challenge

Filing Period from July 26-August 13 for municipalities that have residency districts. \*

**MONDAY, JULY 26, 2021 NOON**  
Candidate Filing Period Begins

**TUESDAY, AUGUST 10, 2021 5:00 PM**  
Last Day to Withdraw as a Candidate

**FRIDAY, AUGUST 13, 2021 NOON**  
Candidate Filing Period Ends

**FRIDAY, AUGUST 27, 2021**  
Last Day to File a Candidate Challenge

\*Session Law 2021-56 moves elections for municipalities that elect by district to 2022, so affected municipalities will not file for office in 2021 as they normally would. The delay will allow those municipalities to consider revising their electoral districts based on data from the U.S. Census, which is not expected until Fall 2021. The law also allows an affected municipality to keep any regularly scheduled at-large elections in 2021 if it notifies the county board of elections of this decision by July 19, 2021. The filing period for those at-large elections would begin at noon on July 26, 2021, and end at noon on August 13, 2021.

# SEPTEMBER MUNICIPAL ELECTION

## SEPTEMBER 14, 2021

**SUNDAY, AUGUST 15\***

Absentee by Mail Voting Begins

**FRIDAY, AUGUST 20**  
**5:00 PM**

Voter Registration Deadline

**THURSDAY, AUGUST 26\***

One-Stop Voting Begins

**SATURDAY, SEPTEMBER 11 3:00**  
**PM\***

One-Stop Voting Ends

**TUESDAY, SEPTEMBER 14 6:30 AM -**  
**7:30 PM**

Election Day

**TUESDAY, SEPTEMBER 7**  
**5:00 PM\***

Last Day to Request an Absentee Ballot

**FRIDAY, SEPTEMBER 24**  
**11:00 AM**

County Canvass

\*Session Law 2021-56 allows municipalities that elect by district to keep any regularly scheduled at-large elections in 2021 if it notifies the county board of elections by July 19, 2021. Unless the City of Charlotte or the City of Sanford decides to hold its at-large elections in 2021, absentee by mail voting will not take place during the September municipal election.

**OCTOBER MUNICIPAL ELECTION  
OCTOBER 5, 2021**

**SUNDAY, SEPTEMBER 5**

Absentee by Mail Voting Begins

**FRIDAY, SEPTEMBER 10  
5:00 PM**

Voter Registration Deadline

**THURSDAY, SEPTEMBER 16**

One-Stop Voting Begins

**TUESDAY, SEPTEMBER 28  
5:00 PM**

Last Day to Request an Absentee Ballot

**SATURDAY, OCTOBER 2  
3:00 PM**

One-Stop Voting Ends

**TUESDAY, OCTOBER 5  
6:30 AM - 7:30 PM**

Election Day

**FRIDAY, OCTOBER 15  
11:00 AM**

County Canvass

**NOVEMBER MUNICIPAL ELECTION  
TUESDAY, NOVEMBER 2, 2021**

**SUNDAY, OCTOBER 3**

Absentee Voting by Mail Begins

**FRIDAY, OCTOBER 8  
5:00 PM**

Voter Registration Deadline

**THURSDAY, OCTOBER 14**

One-Stop Voting Begins

**TUESDAY, OCTOBER 26  
5:00 PM**

Last Day to Request an Absentee Ballot

**SATURDAY, OCTOBER 30  
3:00 PM**

One-Stop Voting Ends

**TUESDAY, NOVEMBER 2  
6:30 - 7:30**

Election Day

**FRIDAY, NOVEMBER 12  
11:00 AM**

County Canvass

# CANDIDACY

## CANDIDATE FILING PERIOD



The candidate filing period for municipalities that **do NOT** elect any office by district or require candidates to reside in a certain district in order to run begins at noon on Friday, July 2, 2021, and ends at noon on Friday, July 16, 2021.

The candidate filing period for municipalities that require candidates to reside in a certain district to run begins at noon on Monday, July 26, 2021, and ends at noon on Friday, August 13, 2021.\*

\*Due to the delay in receiving Census data this year, Session Law 2021-56 delays elections for municipalities that elect any officer by district to 2022. Please see the State Board's website for a list of those municipalities and their delayed election dates. If one of the affected municipalities normally has an at-large contest on the ballot in 2021 (mayoral or at-large council races), it can opt to hold those at-large contests on its regular election date in 2021 if the municipality notifies the county board of elections by July 19, 2021.

## 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 filed for any other municipal office for that election unless the notice of candidacy for the first office is withdrawn first.



## GENERAL CANDIDACY REQUIREMENTS

- Candidates must be 21 years old on Election Day.
- Candidates must be registered voters 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. To register to vote, you must have resided at that address for at least 30 days prior to the date of the election.
- A candidate must be eligible to vote in the contest for which they are running. If the contest is a district contest, the candidate must reside in that district to run.
- Candidates must pay a filing fee that is set by the municipal governing board. Please contact your county board of elections if you do not know the filing fee for the office for which you are filing.
- For partisan elections, a candidate must be affiliated with the same political party in which he or she intends to file for at least 90 days prior to the date the candidate files.
- A person whose name appeared on the ballot in a primary election is not eligible to have their name placed on the regular municipal election ballot as an unaffiliated candidate for the same office in that year.
- The notice of candidacy includes a question about any previous felony convictions and will require disclosure of any convictions. A prior felony conviction does not preclude holding elective office if the candidate's rights of citizenship have been restored.

# NOTICE OF CANDIDACY

The State Board of Elections provides a Notice of Candidacy form, which is available on the State Board’s website or from any county board of elections. Candidates must file for municipal office at their county board of elections office.

## 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 also include the way the ballot shall list the candidate’s name if another candidate with the same last name files for the same office.

*\*Please use the below table as examples of appropriate naming conventions for ballots:*

Candidate Names On Ballots		Example(s):	
		<i>Legal Name: George Eugene Smith</i>	
		Allowed	Not Allowed
<b>1</b>	A candidate may use either first or middle name before the last name (no nickname affidavit necessary)	George Smith Eugene Smith	
<b>2</b>	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.
<b>3</b>	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
<b>4</b>	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
<b>5</b>	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	George (Da Bomb) Smith George (Vote For Me) Smith George (The Judge) Smith George (Winner) Smith

## 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.

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.

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



### **Candidate's Signature & How to file the Notice of Candidacy:**

The candidate shall sign the notice of candidacy with his or her legal name and, in his or her discretion, any nickname by which he or she is commonly known in the form that he or she wished it to appear upon the ballot but substantially as follows: Richard D. (Dick) Roc. A candidate may also, in lieu of his or her legal first name and legal middle initial of middle name (if any) sign his or her nickname, provided that he or she appends to the notice of candidacy an affidavit that he or she has been commonly known by the nickname for at least five years prior to the date of making the affidavit, and notwithstanding the previous sentence, if the candidate has used his or her nickname in lieu of first and middle name names as permitted by this sentence, unless another candidate for the same office who files a notice of candidacy has the same last name, the nickname shall be printed on the ballot immediately before the candidate's surname but shall not be enclosed by parentheses.

Each candidate shall sign the notice of candidacy in the presence of the chair, secretary, or director of the county board of elections with which the candidate files, or signed and acknowledged by a notary. A notarized notice of candidacy may be mailed or delivered by commercial courier service to the county board of elections.

### **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.

### **Disqualification:**

When any candidate files a notice of candidacy with a board of elections, the board of elections shall, 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 shall 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.

## VOTER REGISTRATION DRIVES

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.

Any person who conducts a voter registration drive is responsible for understanding the legal requirements and the legal penalties for failure to comply in G.S. § 163-82.6.

### LEGAL REQUIREMENTS

Organizers and participants should carefully follow the voter registration drive [information chart](#) of requirements and **DOS** and **DONT'S**.

### 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 the applicants' proper county board of elections.

# VOTER REGISTRATION DRIVE

## ABSENTEE GUIDANCE FOR CANDIDATES

1. It is important that the candidate understand legal limits on their activity with respect to providing assistance in the absentee voting process.

2. Candidates 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 G.S. 163-226.3(a)(5) and is a Class I felony.

3. Candidates may not act as witnesses for persons who are not near relatives. As noted in G.S. 163-237(c), it is a criminal offense for a person to act as 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 as defined in G.S. 163-226(f).

4. A near relative as defined in G.S. 163-226(f) is a spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, daughter in-law, son-in-law, stepparent, or stepchild.

## ELECTIONEERING NEAR THE FRONT ENTRANCE TO A VOTING SITE

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.

Persons may not engage in electioneering in this restricted area. If a political sign is placed in this restricted area, it will be removed. 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.



## 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.



# 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 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.



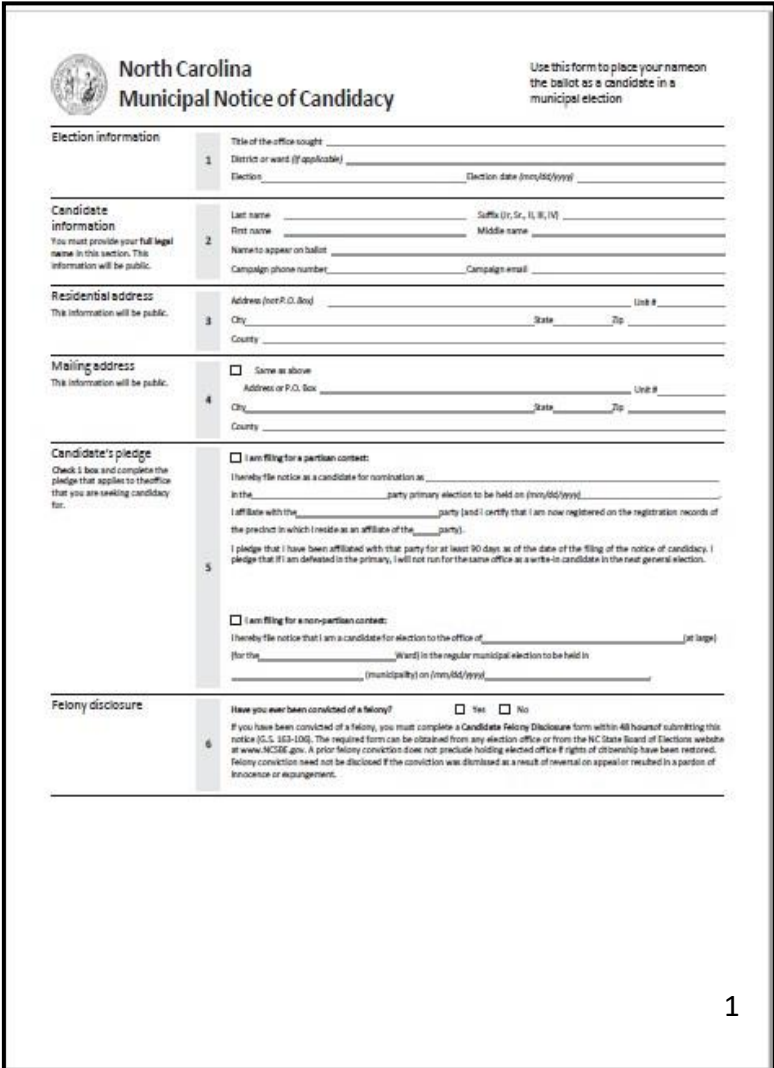
# CANDIDACY FORMS



*\*The displayed forms in this section are intended for reference purposes only. To access the appropriate form, please use the hyperlinks provided below each respective form or contact your county board of elections.*

# MUNICIPAL CANDIDACY FORM


Each person seeking municipal office must file a Municipal Notice of Candidacy form with the appropriate county board of elections.

 <p><b>North Carolina Municipal Notice of Candidacy</b></p> <p>Use this form to place your name on the ballot as a candidate in a municipal election.</p> <p><b>1 Election information</b>          Title of the office sought: _____          District or ward (if applicable): _____          Election: _____ Election date (mm/SS/yyyy): _____</p> <p><b>2 Candidate information</b>          You must provide your full legal name in this section. This information will be public.          Last name: _____ Suffix (Jr., Sr., II, III, IV): _____          First name: _____ Middle name: _____          Name to appear on ballot: _____          Campaign phone number: _____ Campaign email: _____</p> <p><b>3 Residential address</b>          The information will be public.          Address (not P.O. box): _____ Unit #: _____          City: _____ State: _____ Zip: _____          County: _____</p> <p><b>4 Mailing address</b>          The information will be public.  <input type="checkbox"/> Same as above          Address or P.O. box: _____ Unit #: _____          City: _____ State: _____ Zip: _____          County: _____</p> <p><b>5 Candidate's pledge</b>          Check 1 box and complete the pledge that applies to the office that you are seeking candidacy for.  <input type="checkbox"/> I am filing for a partisan contest:          I hereby file notice as a candidate for nomination as _____          in the _____ party primary election to be held on (mm/SS/yyyy) _____          I affiliate with the _____ party (and I certify that I am now registered on the registration records of the precinct in which I reside as an affiliate of the _____ party).          I pledge that I have been affiliated with that party for at least 90 days as of the date of the filing of the notice of candidacy. I pledge that if I am defeated in the primary, I will not run for the same office as a write-in candidate in the next general election.  <input type="checkbox"/> I am filing for a non-partisan contest:          I hereby file notice that I am a candidate for election to the office of _____ (at large)          for the _____ Ward in the regular municipal election to be held in _____ (municipality) on (mm/SS/yyyy) _____.</p> <p><b>6 Felony disclosure</b>          Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No          If you have been convicted of a felony, you must complete a Candidate Felony Disclosure form within 48 hours of submitting this notice (G.S. 163-109). The required form can be obtained from any election office or from the NC State Board of Elections website at www.NCSBE.gov. A prior felony conviction does not preclude holding elected office if rights of citizenship have been restored. Felony conviction need not be disclosed if the conviction was dismissed as a result of reversal on appeal or resulted in a pardon of innocence or acquittal.</p>	<p><b>Affidavit attesting to nickname</b>          Complete only if you would like an acceptable nickname to appear on the ballot in lieu of your legal name.          _____ have been duly sworn, hereby state under oath that I have been commonly known by the nickname _____ for at least five years and request that my name be placed on the ballot as follows: _____, in the event that another candidate with the same last name as mine file notice of candidacy for the same office for which I am a candidate, my name should be listed as: _____</p> <p>Even if your nickname is accepted, your legal last name will still appear on the ballot.          State of North Carolina: _____ County: _____          I hereby certify that _____, the candidate who signed this Affidavit attesting to nickname, personally appeared before me this day and signed this document in my presence.          Sworn to and subscribed before me this _____ day of _____.</p> <p>Name of notary: _____          My commission expires (mm/SS/yyyy): _____</p> <p>Notary, sign here  <input checked="" type="checkbox"/></p> <p><b>Acknowledgment of notice of candidacy</b>          This section must be completed by the chair, secretary, or director of the board of elections, or by a notary. (See G.S. 163-294.2c)          The notice of candidacy shall be either signed in the presence of the chairman or secretary of the board of elections or the director of elections of this county, or signed and acknowledged before an officer authorized to take acknowledgments who shall certify the notice under seal. An acknowledged and certified notice may be mailed to the board of elections.          State of North Carolina: _____ County: _____          I hereby certify that _____ the candidate who signed this notice of candidacy, personally appeared before me this day and signed this document in my presence or acknowledged his/her signature to be the same.          Sworn to and subscribed before me this _____ day of _____.</p> <p>Name of certifying officer or notary: _____          Title of certifying officer: _____          My commission expires (mm/SS/yyyy): _____</p> <p>Certifying officer or notary, sign here  <input checked="" type="checkbox"/></p> <p><b>Candidate's certification</b>          I swear or affirm that the statements on this form are true, correct and complete to the best of my knowledge or belief.          Candidate, sign and date here (required)  <input checked="" type="checkbox"/> _____ Date (mm/SS/yyyy) _____</p> <p>Sign and date this section in the presence of the chair, secretary, or director of the board of elections, or the notary from section 8.          Submit this form to the board of elections in the county in which you plan to be a candidate.</p>
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The Municipal Notice of Candidacy form can be found on the State Board's website here: [Municipal Notice of Candidacy form](#). Additionally, you can acquire the form from a county board of election's office.

# FELONY DISCLOSURE FORM

A candidate who answered “yes” to the felony question on the Municipal Notice of Candidacy form must use this form to disclose a felony conviction.



## North Carolina Felony Disclosure

Use this form to  
disclose a felony

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**Election information**  
Please print.

**1** Title of the office sought \_\_\_\_\_  
 Election \_\_\_\_\_ Election date (mm/dd/yyyy) \_\_\_\_\_  
 If the office you are seeking has a district, enter the jurisdiction type (e.g. NC Senate) and district (Dist 10):  
 Jurisdiction \_\_\_\_\_ District \_\_\_\_\_

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**Candidate information**

**2** Last name \_\_\_\_\_ Suffix (Jr, Sr., II, III, IV) \_\_\_\_\_  
 First name \_\_\_\_\_ Middle name \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

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**Residential address**

**3** Address (not P.O. Box) \_\_\_\_\_ Unit # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 County \_\_\_\_\_

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**Felony disclosure**  
Provide the details of your felony convictions.

**4** A felony conviction need not be disclosed if the conviction was 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.

Offense	Date of conviction	County of conviction	State of conviction	Date citizenship rights restored

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**Candidate's affirmation for felony disclosure**  
Fraudulently or falsely completing this form is a Class I Felony under Chapter 163 of the NC General Statutes.

**5** I affirm that the information disclosed here is true, correct, and complete to the best of my knowledge.  
**Candidate, sign and date here (Required)**


<b>X</b>		Date (mm/dd/yyyy)
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The information on this form is public record.  
 Submit this form to the same board of elections where you file your Notice of Candidacy form.

The Felony Disclosure form can be found on the State Board’s website here: [Felony Disclosure form](#). Additionally, you can acquire the form at a county board of election’s office.

# PETITION REQUEST FORM


The Petition Request form should be completed and submitted to the appropriate board of elections when a voter is interested in starting a petition for one of the following: Petition in lieu of filing fee or Unaffiliated candidate.

 <b>North Carolina Petition Request</b>		Request a petition to place a candidate or item on the ballot or to form a political party.
<b>Petitioner information</b>	<b>1</b>	Name of candidate or petition _____ Name of contact person _____ Primary phone _____ Secondary phone _____ Email _____
<b>Residential address</b>	<b>2</b>	Address (not P.O. Box) _____ Unit # _____ City _____ State _____ Zip _____ County _____
<b>Mailing address</b>	<b>3</b>	<input type="checkbox"/> Same as above Address or P.O. Box _____ Unit # _____ City _____ State _____ Zip _____ County _____
<b>What is this petition for?</b> Use this form to request 1 petition type.  For the following petition types, send this form to the NC State Board of Elections <ul style="list-style-type: none"> <li>• Multi-county</li> <li>• Statewide</li> <li>• District court Judge</li> <li>• Superior court Judge</li> <li>• District attorney</li> </ul> For single county districts and local petitions, send this form to your county board of elections office.	<b>4</b>	<b>To run as a candidate for office</b> Office _____ District _____ I am requesting a petition to run as (check 1) <input type="radio"/> an unaffiliated candidate <input type="radio"/> a write-in candidate Jurisdiction (check 1) <input type="radio"/> Municipal <input type="radio"/> Single county <input type="radio"/> Multi-county <input type="radio"/> Statewide <input type="radio"/> Judicial  <b>To form a new political party</b> Name of party _____  <b>Other petitions (check 1)</b> <input type="radio"/> ABC (alcoholic beverage sale) petition <input type="radio"/> Municipal incorporation or annexation <input type="radio"/> In lieu of paying filing fee <input type="radio"/> Municipal charter amendment <input type="radio"/> Bond referendum <input type="radio"/> Repeal of levy <input type="radio"/> School tax <input type="radio"/> Presidential party nomination <input type="radio"/> Other local petition (please specify type) _____
<b>Petitioner affirmation</b> Don't forget to check the box.	<b>5</b>	I affirm that: <ul style="list-style-type: none"> <li>• I will collect signatures on separate sheets for each county,</li> <li>• I will submit signed sheets to the relevant county to be checked,</li> <li>• I will only collect original (not digital) signatures in ink, and</li> <li>• I will not allow anyone to sign on behalf of someone else.</li> </ul> <input type="checkbox"/> By checking this box, I confirm that I have read and understand this information. The information on this form is public record.
This section is for <b>Board of Elections use only</b> . Petitioner, do not complete this section.		
<b>Signature verification</b> The county or state will complete this section and return a copy to you.	Number of signatures required (when based on registered voters on a future date, this will be an estimate) _____ Date signatures are due to <b>county</b> board of elections for verification _____ Date signatures are due to <b>State</b> Board of Elections (if applicable) _____	
2021.04		

The Petition Request form can be found on the State Board's website here: [Petition Request form](#). Additionally, you can acquire the form at a county board of election's office.

# WITHDRAWAL OF NOTICE OF CANDIDACY

The form is utilized when a candidate would like to withdraw their Notice of Candidacy.



## North Carolina

### Withdrawal of Notice of Candidacy

Use this form to withdraw  
your Notice of Candidacy

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**Election information**  
Please print.

**1** Title of the office sought \_\_\_\_\_  
 Election \_\_\_\_\_ Election date (mm/dd/yyyy) \_\_\_\_\_

---

**Candidate information**  
Use the same information that you used to complete your notice of candidacy.

**2** Last name \_\_\_\_\_ Suffix (Jr, Sr., II, III, IV) \_\_\_\_\_  
 First name \_\_\_\_\_ Middle name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 County \_\_\_\_\_  
 Phone number \_\_\_\_\_ Email \_\_\_\_\_

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**Candidate's affirmation for withdrawal of candidacy**  
Fraudulently or falsely completing this form is a Class I felony under Chapter 163 of the NC General Statutes.

**3** Any person who has filed notice of candidacy for an office shall have 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. If you withdraw within the deadline, you are entitled to a refund of the candidate's filing fee.

I hereby affirm that I have filed as a candidate for office and I am withdrawing my notice of candidacy.

**Candidate, sign and date here (Required)**

<b>X</b>	Date (mm/dd/yyyy)
----------	-------------------

Submit this form to the office where you filed. Find the contact information for your local board of elections at the NCSBE website ([vt.ncsbe.gov/BOEInfo](http://vt.ncsbe.gov/BOEInfo)).

---

The Withdrawal of Notice of Candidacy form can be found on the State Board's website here: [Withdrawal of Notice of Candidacy form](#). Additionally, you can acquire the form at a county board of election's office.

## APPENDIX - GS LINKS

Relevant statutes for municipal elections:

<b>General Statute</b>	<b>Brief Description</b>
<a href="#"><u>G.S. 163-279</u></a>	Time of municipal primaries and elections
<a href="#"><u>G.S. 163-286</u></a>	Conduct of municipal and special district elections
<a href="#"><u>G.S. 163-289</u></a>	Right to challenge; challenge procedure
<a href="#"><u>G.S. 163-290</u></a>	Alternative methods of determining the results of municipal elections
<a href="#"><u>G.S. 163-291</u></a>	Partisan primaries and elections
<a href="#"><u>G.S. 163-292</u></a>	Determination of election results in cities using the plurality method
<a href="#"><u>G.S. 163-294</u></a>	Determination of election results in cities using nonpartisan primaries
<a href="#"><u>G.S. 163-294.1</u></a>	Death of candidates or elected officers
<a href="#"><u>G.S. 163-294.2</u></a>	Notice of candidacy and filing fee in nonpartisan municipal elections
<a href="#"><u>G.S. 163-294.3</u></a>	Sole candidates to be voted upon in nonpartisan municipal elections
<a href="#"><u>G.S. 163-294.4</u></a>	Failure of candidates to file; death of a candidate before election
<a href="#"><u>G.S. 163-296</u></a>	Nomination by petition
<a href="#"><u>G.S. 163-299</u></a>	Ballots; municipal primaries and elections
<a href="#"><u>G.S. 163-301</u></a>	Chairman of election board to furnish certificate of elections

# CAMPAIGN FINANCE



## CAMPAIGN FINANCE INFORMATION

The information provided in this part of the guide is relevant to candidates running in municipal elections. Candidates for municipal offices file campaign disclosure reports with their county boards of elections.

The statutes relevant to candidate campaign finance are found in Article 22A and Article 22M of Chapter 163 of the North Carolina General Statutes. These statutes may be accessed at the following link:

<https://www.ncleg.gov/Laws/GeneralStatutes>

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.





# ORGANIZING THE COMMITTEE

## FIRST ACTIVITY:

Due within 10 days of:

Receiving contributions or making expenditures

Filing a notice of candidacy

A person certified as the nominee of a political party for a vacancy



**JANUARY**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**FEBRUARY**

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28						

**MARCH**

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28	29	30	31			

**APRIL**

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**MAY**

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30	31					

**JUNE**

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**JULY**

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**AUGUST**

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29	30	31				

**SEPTEMBER**

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**OCTOBER**

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31						

**NOVEMBER**

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14	15	16	17	18	19	20
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**DECEMBER**

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26	27	28	29	30	31	

## FORMS REQUIRED TO SET UP THE COMMITTEE



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

It is highly recommended that the organizational paperwork also includes 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.



# 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. Training is also available online. Visit our website at [www.ncsbe.gov/Campaign-Finance/training](http://www.ncsbe.gov/Campaign-Finance/training) for details. All treasurers MUST complete treasurer training with-in 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.

A schedule of upcoming training sessions is available at the end of this document and on the NCSBE website [www.ncsbe.gov/Campaign-Finance/training](http://www.ncsbe.gov/Campaign-Finance/training).

# TREASURER TRAINING

## 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.

## WHEN ARE DISCLOSURE REPORTS FILED?

The reports that must be filed in a municipal election vary depending on the jurisdiction. An overview of the schedules can be found in G.S. 163-278.40B, 40C, 40D and 40E. If you are unclear on how your city election is conducted, please contact your county board of elections. The county board of elections will provide notice before each report is due. For Municipal DISCLOSURE REPORTING the treasurer disclosed on the most recent Statement of Organization - Candidate Committee (CRO-2100A). If a treasurer prefers to receive notices by email, he or she must check the box on the Statement of Organization. A treasurer that does not make the selection on the Statement of Organization will not receive notices by email.

The reporting schedule for 2020 State and County disclosure reports can be found at the following link:  
[www.ncsbe.gov/Campaign-Finance/reporting-schedules](http://www.ncsbe.gov/Campaign-Finance/reporting-schedules)



# 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 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.

Disclosure Report Cover				Amendment <input type="checkbox"/> Yes <input type="checkbox"/> No							
Use this form for general report and committee information, must be signed and submitted along with other detailed forms. Do not use this form to update information.											
<b>1. Committee Information</b>			<b>c. ID Number</b>								
a. Full Name			d. Date Filed								
b. Mailing Address (include City, State and Zip Code)			e. Phone Number								
<b>2. Report Year</b>	<b>3. Period Start Date (mm/dd/yy)</b>	<b>4. Period End Date (mm/dd/yy)</b>	<b>5. Treasurer Full Name</b>								
<b>6. Type of Committee (Check One)</b>		<b>9. Type of Report (check only one type of report from one category)</b>									
<input type="checkbox"/> Candidate Campaign <input type="checkbox"/> PAC <input type="checkbox"/> Independent Expenditure <input type="checkbox"/> Legal Expense Fund		<table border="0"> <tr> <td><b>Municipal</b></td> <td><b>State/County</b></td> <td><b>Referendum</b></td> </tr> <tr> <td> <input type="checkbox"/> Organizational  <input type="checkbox"/> Thirty-five day  <input type="checkbox"/> Pre-primary  <input type="checkbox"/> Pre-election  <input type="checkbox"/> Pre-runoff  <input type="checkbox"/> Semi-annual  <input type="checkbox"/> Mid Year  <input type="checkbox"/> Year End  <input type="checkbox"/> Final  <input type="checkbox"/> Special                             </td> <td> <input type="checkbox"/> Organizational  <input type="checkbox"/> Quarterly  <input type="checkbox"/> First  <input type="checkbox"/> Second  <input type="checkbox"/> Third  <input type="checkbox"/> Fourth  <input type="checkbox"/> Semi-annual  <input type="checkbox"/> Mid Year  <input type="checkbox"/> Year End  <input type="checkbox"/> Final  <input type="checkbox"/> Special                             </td> <td> <input type="checkbox"/> Organizational  <input type="checkbox"/> Pre-referendum  <input type="checkbox"/> Final  <input type="checkbox"/> Supplemental Final  <input type="checkbox"/> Annual  <input type="checkbox"/> Special                             </td> </tr> </table>				<b>Municipal</b>	<b>State/County</b>	<b>Referendum</b>	<input type="checkbox"/> Organizational <input type="checkbox"/> Thirty-five day <input type="checkbox"/> Pre-primary <input type="checkbox"/> Pre-election <input type="checkbox"/> Pre-runoff <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	<input type="checkbox"/> Organizational <input type="checkbox"/> Quarterly <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	<input type="checkbox"/> Organizational <input type="checkbox"/> Pre-referendum <input type="checkbox"/> Final <input type="checkbox"/> Supplemental Final <input type="checkbox"/> Annual <input type="checkbox"/> Special
<b>Municipal</b>	<b>State/County</b>	<b>Referendum</b>									
<input type="checkbox"/> Organizational <input type="checkbox"/> Thirty-five day <input type="checkbox"/> Pre-primary <input type="checkbox"/> Pre-election <input type="checkbox"/> Pre-runoff <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	<input type="checkbox"/> Organizational <input type="checkbox"/> Quarterly <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	<input type="checkbox"/> Organizational <input type="checkbox"/> Pre-referendum <input type="checkbox"/> Final <input type="checkbox"/> Supplemental Final <input type="checkbox"/> Annual <input type="checkbox"/> Special									
<b>7. Type of Fund (if applicable, check one)</b>		<b>10. Special Report Name</b>									
<input type="checkbox"/> Booster Fund <input type="checkbox"/> Building Fund <input type="checkbox"/> Other		<input type="checkbox"/> Final <input type="checkbox"/> Special									
<b>8. Number of Fundraisers this Report</b>											
<b>11. Account Information</b>			<b>11. Account Information</b>								
a. Financial Institution Full Name			b. Financial Institution Full Name								
b. Purpose		c. Account Code		d. Period Begin Balance							
				\$							
<b>CERTIFICATION</b>											
I certify that the Committee or Fund is in compliance with all applicable provisions of Article 22A, 22B & 22D-22M of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true and correct and that I have been trained by the NC State Board of Elections.											
Printed Name of Signer		Signature of Appointed Treasurer		Date							
<b>FOR OFFICE USE ONLY</b>											
Date Received:	Employee:	Delivery Method									
Date Postmarked:	Employee:	<input type="checkbox"/> Normal Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Electronically Filed									
Date Scanned:	Employee:	<input type="checkbox"/> Signer has not received mandatory training.									
Date Data Entered:	Employee:										
<b>Please Note:</b> This form cannot be used to amend committee information such as the committee address, treasurer, assistant treasurer, custodian of books information, or account information. You must amend the Statement of Organization (CRO-2100A-E) to make committee changes.											
CRO-1000		NC State Board of Elections		August 2008							

## METHODS AVAILABLE FOR FILING DISCLOSURE REPORTS

Any committees may file 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 file reports electronically. G.S. § 163-278.9(i).

A software manual, step-by-step instructions and new software instruction videos are available on our website: <http://www.ncsbe.gov/Campaign-Finance/reporting-software>.

The Campaign Finance Reporting Forms can be found on the website at <http://www.ncsbe.gov/Campaign-Finance/reporting-forms>.

All other committees may file on paper forms.



## PENALTIES FOR FILING DISCLOSURE REPORTS LATE

Yes. Committees will be assessed civil penalties for reports that are not received or postmarked 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 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.



PO Box 27255  
Raleigh, NC 27611-7255  
Phone: (919) 814-0700  
Fax: (919) 715-0135  
campaign.reporting@ncsbe.gov

**Certified Mail  
Return Receipt Requested**

### **NOTICE OF NONCOMPLIANCE**

May 27, 2021

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This serves as official notice that your 2020 Fourth Quarter Report has not been received by the North Carolina State Board of Elections. Your report is past due and must be filed immediately.

If your report is not filed within thirty (30) days of the date of this official notice, 08 NCAC 21 .0201 requires that the active status of your committee be terminated. This status renders the committee ineligible to receive or make contributions until the committee has filed the delinquent campaign finance report and satisfied any late filing penalty incurred pursuant to N.C.G.S. § 163-278.34(a). Attached, you will find a Notice of Penalty Assessment detailing any late filing penalty assessed against the committee related to this past due report.



## WHEN SUBMITTING PAPERWORK...REMEMBER

- i. Forms can be typewritten or completed in blue or black ink (handwritten reports must not be completed in pencil).
- ii. Forms need not be stapled together.
- iii. Reports cannot be filed prior to the end of the reporting period.
- iv. Always enter the period start date and period end date on form CRO-1000.
- v. A DATE and ORIGINAL signature are required on the Disclosure Report Cover (CRO-1000).



## CAMPAIGN FINANCE LAW REGARDING CONTRIBUTIONS AND EXPENDITURES

a. Candidate committees may only make expenditures as permitted by G.S. 163-278.16B. A candidate or candidate committee may use contributions only for the following purposes:

i. Expenditures resulting from the candidate's campaign for public office.

ii. Expenditures resulting from holding public office.

iii. 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.

iv. 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.

v. Contributions to another candidate or candidate's campaign committee. vi. To return all or a portion of a contribution to the contributor.

vii. Payment of any penalties against the candidate or candidate's campaign committee for violation of North Carolina's Campaign Finance Laws.

viii. Payment to the Escheat Fund established by Chapter 116B of the General Statutes.

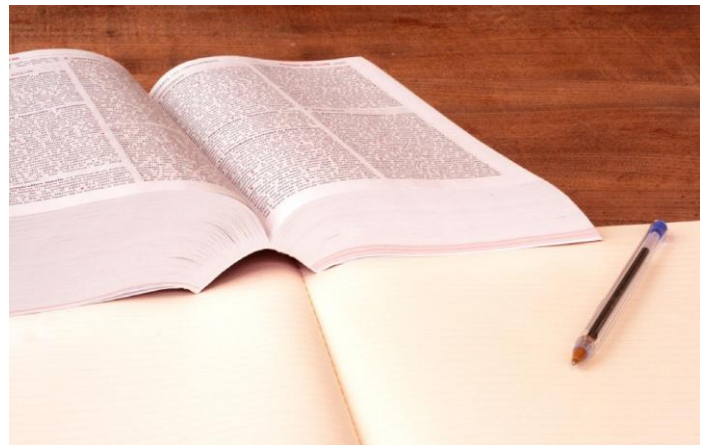
ix. Legal expense donation not in excess of four thousand dollars (\$4,000) per calendar year to a legal expense fund established pursuant to Article 22M of Chapter 163 of the General Statutes.

b. If the candidate committee is required to file disclosure reports, all expenditures must be reported.

c. Any expenditure that is made for media purposes must be paid for by check or other verifiable form of payment.

d. All expenditures of more than \$50 must be made with a verifiable form of payment.

e. 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.



## WHAT IS THE LAW REGARDING CONTRIBUTIONS?



# CONTRIBUTIONS

Do not “pass the hat” or collect any contributions, however small the amount, without recording the contributor’s 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 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.

## WHAT IS THE LAW REGARDING EXPENDITURES?

Candidate committees may only make expenditures as permitted by G.S. 163-278.16B. A candidate or candidate committee may use contributions only for the following purposes:

- i. Expenditures resulting from the candidate's campaign for public office.
  - ii. Expenditures resulting from holding public office.
  - iii. 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.
  - iv. 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.
  - v. Contributions to another candidate or candidate's campaign committee.
  - vi. To return all or a portion of a contribution to the contributor.
  - vii. Payment of any penalties against the candidate or candidate's campaign committee for violation of North Carolina's Campaign Finance Laws.
  - viii. Payment to the Escheat Fund established by Chapter 116B of the General Statutes.
  - ix. 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.
- b. If the candidate committee is required to file disclosure reports, all expenditures must be reported.
  - c. Any expenditure that is made for media purposes must be paid for by check or other verifiable form of payment.
  - d. All expenditures of more than \$50 must be made with a verifiable form of payment.
  - e. 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.



# MEDIA

## 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, committee, individual or other entity]” and must indicate whether the ad was authorized or not authorized by a candidate (does not apply to ads purchased by candidates). See G.S. §163-278.39 for complete requirements.

## WHAT ADVERTISEMENTS REQUIRE THE LEGEND?

TV, radio and print media advertisements require a disclosure legend. Print media includes billboards, cards, newspapers, newspaper inserts, magazines, mass mailings, pamphlets, fliers, periodicals, and outdoor advertising facilities.

## WHAT MATERIALS DO NOT REQUIRE THE LEGEND?

Buttons, bumper stickers, yard signs and campaign paraphernalia such as balloons, shopping bags, nail files, etc., imprinted with a campaign message.

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



# LEGEND SIZE REQUIREMENTS

For print media, the legend must be 5% of the printed space of the ad or 12-point type, whichever is greater.

b. For television, the visual disclosure legend must be 4% of vertical picture height. 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.

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

## 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](http://www.ncsbe.gov).



# 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 included with the candidate packet and is also available online at <https://www.ncsbe.gov/Campaign-Finance/training>

Complete instructions for registering and accessing the training website are included on the next page.

The following are helpful tips to remember when attempting to register or complete the training.

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](mailto:campaign.reporting@ncsbe.gov) - one of our trainers will contact you to schedule a session.

PAC's and IE Committees should visit [www.ncsbe.gov/Campaign-Finance/training](http://www.ncsbe.gov/Campaign-Finance/training) for their specialized schedule.

## INSTRUCTIONS TO REGISTER TO TAKE CF MANDATORY COMPLIANCE TRAINING

To register for and complete NCSBE Campaign Finance Mandatory Compliance Training (online or in-person), follow these steps:

1. After reading through the instructions below, click on the link to access the training registration page (North Carolina Learning Center). New account users must wait 24–72 hours before all training opportunities will be available for registration.
2. To create a new account, click on the link next to the word “Register” on the North Carolina Learning Center website.
3. Complete all \*required fields: First/Last Name, Email Address, Phone, User ID (recommended User ID is email address), 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 list of session dates to select from. If this happens, you will need to log out and wait until the next day (generally 24 hours) to log in, the dates will then be available.
7. You will be prompted to complete a short form for reporting purposes. Full Name, Phone Number, Address and Email Address are required fields. You will also be asked for Committee or Candidate Name and County. These should be completed if applicable. Click “SUBMIT.”
8. If online training is selected, you will be taken to the next screen. Select “REQUEST.” Then select “REGISTER.” The system will process your registration.) Then select “LAUNCH.” The course will proceed to load in a new window. There is currently no audio for the online training.



9. If you encounter a problem viewing the training website or loading the training presentation, the following troubleshooting tips may provide assistance.

10. If you are unable to open the training website, it may be because you have a pop-up blocker for security reasons on your computer. You will need to configure your pop-up blocker to allow access to the training website.

11. If you need to return to the course or after you have completed it (either online or in-person) you will use the User ID and password that you created to log back in to view and print your certificate from the transcript page.



# MANDATORY ELECTRONIC FILING FREQUENTLY ASKED QUESTIONS

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

Any committee that raises or spends in excess of \$10,000.00 in an election cycle will be a mandatory electronic filer. Any committee that does not exceed the \$10,000.00 limit will not be expected to file their reports electronically but can certainly file them voluntarily.

## 2. What are the benefits of filing electronically?

The software performs all of the calculations for you thereby making your reports more accurate and less time consuming for the user. In addition, the software maintains a database of all contributors and payees which also saves time by eliminating the need to enter repetitive information.

## 3. How do I obtain the reporting software?

The Campaign Finance Remote Software (CFRS) is available on the State Board of Elections website at [www.ncsbe.gov/Campaign-Finance/reporting-software](http://www.ncsbe.gov/Campaign-Finance/reporting-software). The software is available for download. There are also short instructional videos, a manual and help topics that will get you started.

## 4. I have a really old pc (dial-up, tablet, Mac), will this software work on my devise?

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. The following Windows operating platforms are supported, but the software will operate on various Windows operating platforms (including Windows 10):

- Windows XP SP3
- Windows 7 32bit

## 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. Is there a form that I need to file with the BOE indicating that I am planning to exceed \$10,000?**

No, once a committee exceeds \$10,000, they are expected to start using the software and filing future reports electronically.

**7. Can I create a pdf file and email that in as my electronic filing?**

No. A pdf is not the correct format for electronic filing. Your electronically filed report must be imported into the State Board of Elections and Ethics Enforcement internal software, and so we need a data file.

**8. Why am I emailing my electronic reports to the State? I am a municipal/county candidate.**

Currently we do not have internal software that the County Boards of Election can use, and so they are unable to accept and process electronic reports. All electronic reports will be made available on the NCSBE website, and the county boards will provide a link to each committee on their website.

**9. How can I determine that my electronic report was received?**

A reply email is sent for each report that is filed electronically and all electronic reports will be available on the NCSBE website. The website is updated each evening with all reports that have been imported for the day. You can search for your report by selecting Campaign Finance – Report Search.

**10. I heard that the state was working on web based software. Is that available?**

We do not anticipate the new software being available during the 2021 Municipal Election.

**11. Do I still need to file a signed cover page manually if I have filed an electronic report?**

Yes. The law requires that reports are filed under an original signature, so you must file a signed Disclosure Report Cover with your State or County Board of Elections.

**12. 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.

**13. What happens if a committee exceeds \$10,000.00 and doesn't file their reports electronically?**

Hardcopy reports reflecting that a committee has exceeded the \$10,000.00 limit will be processed as "report not received" until that report is properly filed electronically. Reports filed late or not received are assessed daily penalties.

**14. If I want to receive training for the software, how do I register my interest?**

Software training is provided at the NCSBE office, on a one to one basis. If enough interest is generated, we may be able to offer software training workshops. There are currently no plans to offer regional software training. There are short instructional videos, a manual and help topics that will get you started on the software page of the NCSBE website. [http://www.ncsbe.gov/Campaign-Finance/reporting software](http://www.ncsbe.gov/Campaign-Finance/reporting-software)

Register your interest in software training by emailing [campaign.reporting@ncsbe.gov](mailto:campaign.reporting@ncsbe.gov). You can also use this email address if you have any related questions.

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

You should call or email your questions to NCSBE at 919-814-0700 or [campaign.reporting@ncsbe.gov](mailto:campaign.reporting@ncsbe.gov).