ELECTIONS PROCEDURES MANUAL

2024 EDITION

FRANCISCO V. AGUILAR
NEVADA
SECRETARY of STATE

CHAPTERS

Chapter 1: Nevada Elections

Chapter 2: Administration of Elections

Chapter 3: Language Access

Chapter 4: Election Basics

Chapter 5: Voter Registration & Election Management System

Chapter 6: Voter Registration

Chapter 7: Eligible Incarcerated Voters

Chapter 8: Voting in Nevada

Chapter 9: Voting Systems

Chapter 10: Election Results & Tabulation

Chapter 11: Election Audits, Reporting & Surveys

Chapter 12: Election Forms & Calendars

Chapter 13: Election Security

Chapter 14: Election Compliance

Chapter 15: Student Mock Election

Chapter 16: Candidates & Campaigns

Chapter 17: Independent Candidate Petitions

Chapter 18: Minor Party Petitions

Chapter 19: Recall Petitions

Chapter 20: Initiative & Referendum Petitions

CHAPTER 1
NEVADA ELECTIONS

TABLE OF CONTENTS

Vision 4
The Publication 4
Corrections and Feedback 5

Vision

The Elections Procedures Manual shall provide details about Nevada's elections procedures and be publicly available to create trust in Nevada's elections through transparency and understanding.

Voters should know that Nevada's election systems are managed by friends, family members, neighbors, and co-workers. Every election official and poll worker is trained and works hard to ensure that every eligible vote is counted accurately and in according with Nevada law. Election officials across the state come together to serve their communities by carrying out accurate, safe and secure elections.

The Publication

The Secretary of State's Office is required to prepare, maintain and publish the elections procedure manual once every two years to ensure correctness, impartiality, uniformity and efficiency in election procedures across the State.

Each county clerk and city clerk shall attend training and is required to comply with the guidance and standards set forth in the most current version of the Elections Procedures Manual pursuant to NRS 293.2502 and NRS 293.2504.

The most recent version of the Elections Procedure Manual must be submitted to the Legislative Commission for approval not less than every four (4) years NRS 293.2502.

Distribution: The Nevada Elections Procedures Manual is available on the Secretary of State's website. Additionally, electronic and paper versions of the manual are provided to all of Nevada's local election officials. Due to economic measures limited hard copies are available.

This publication may be reproduced for private use and shall not be used for commercial purposes.

The 2024 Version Election Procedure Manual is Published by the State of Nevada, Office of the Secretary of State, Elections Division.

Release Date: December 2024.

Corrections and Feedback

The Secretary of State and all local election officials strive to provide accuracy and transparency in elections. To provide information about a potential correction or error, or provide feedback, please use the Elections Procedures Correction and Feedback form. This form is standardized to provide a single consistent method for all stakeholders to communicate with the Secretary of State about the contents of the Nevada Elections Procedures Manual. The form provides contact and submission information for corrections and feedback.

Disclaimer: The Office cannot offer legal advice or otherwise offer recommendations on information in this publication. The Office advises consultation with an attorney in such matters.

CHAPTER 2
ADMINISTRATION OF ELECTIONS

TABLE OF CONTENTS

Applicability and Administration 7
Election Administrator Competencies 8
Regulation of Elections 9
Local Election Officials 9
Unlawful Acts Relating to Voters & Election Officials 10
Request for Confidentiality 12
Eligible People Who Can Request Confidentiality 13
Training Related to the Elections Procedure Manual 14
Vote to Honor a Service Member 14
Political History of Nevada 15
Helen J. Stewart Award 15

ADMINISTRATION OF ELECTIONS

Applicability and Administration

The Secretary of State is the Chief Officer of Elections in Nevada and is responsible for the execution and enforcement of all provisions of state and federal law relating to elections in the state NRS 293.124.

Through the Elections Division, the Secretary of State assists in the administration of elections in Nevada, enforces state and federal election laws, and provides technical information to the public and other interested parties.

The Elections Division oversees candidate filings, prepares forms and documents, recommends legislation and regulations relevant to the electoral process, responds to election-related complaints, certifies mechanical voting systems, oversees the filing of candidate Contributions and Expenses (C&E) reports and Financial Disclosure Statements (FDS), enforces laws related to Political Action Committees (PACs), and provides information to the public regarding candidates and elections. Election publications, informational material and guides are available for no charge to Election Officials and the public. They can be found on the Nevada Secretary of States website here.

Communication before, during, and after an election is not only critical for the success of an election, but trust in the election process. Communication has been especially important in recent elections due to with the immense increase in election and political misinformation and disinformation.

As the chief election official, the Secretary of State understands the need to communicate election matters with all election stakeholders. This section describes the communication channels available to all stakeholders during an election cycle, including both election officials and the public. It is critical for the public to understand these communication channels are the proper avenues to direct public comments, concerns, and questions.

Election Administrator Competencies

Ongoing | Election Preparation | Election Night & Beyond



Regulation of Elections

The Secretary of State is responsible for adopting regulations, also known as Nevada Administrative Code, for the conduct of elections in all cities and counties in Nevada. Regulations that regulate the conduct of a primary, general, special or district election and are effective on or before the last business day of February immediately preceding that election. A Regulation that regulates the conduct of a presidential preference primary election is effective on or before the last day of September immediately preceding that election.

In addition to the conduct of elections, law requires the Secretary of State to prescribe procedures and requirements for ballots and election-related computer systems. Following is an abbreviated list of items required by statute. The full list is available in NRS 293.247 and NRS 293.250.

- Procedures for primary, general, special, and district elections in all cities and counties
- Applications to register to vote and preregister to vote
- Ballots and content, including the design and form of mail ballots and sample ballots
- Lists of registered voters, including registers and rosters
- Election results, such as abstracts and certifications
- Procedures and requirements for the statewide voter registration system

Local Election Officials

Local Election Officials such as the City Clerk, County Clerk or Registrar of Voters, are responsible for administering voter registration and elections in their respective jurisdictions. In addition to Nevada Revised Statute (NRS) and Nevada Administrative Code (NAC), local election officials must follow their municipal bylaws when administrating elections.

- Local Elections Official: a city clerk, county clerk or registrar of voters, as applicable NRS 293D.040.
- Clerk: the election board officer designated or assigned to make the record of the election in the roster, tally list and challenge list in the precinct, district, or polling place in which such officer is appointed NRS 293.040.
- County Clerk / Registrar of Voters: Except as the term is used in NRS 293.393, whenever the term “county clerk” is used in this title it means “registrar of voters” in those counties where such office has been created pursuant to the provisions of NRS 244.164.

County Clerk Contact Information here

City Clerk Contact Information here

Unlawful Acts Relating to Voters & Election Officials

Nevada law makes it a crime, to use or threaten to use any force, intimidation, coercion, violence, restraint or undue influence in connection with any election, petition or preregistration or registration of voters, a category E felony, NRS 293.710 and NRS 193.130(e).

Election Official is defined as:

- The Secretary of State or any deputy or employee in the Elections Division of the Office of the Secretary of State who is charged with duties relating to an election;
- A registrar of voters, county clerk, city clerk or any deputy or employee in the elections division of a county or city who is charged with elections duties; or
- An election board officer or counting board officer.

It is also a crime, punishable as a category E felony, for any person to use or threaten or attempt to use any force, intimidation, coercion, violence, restraint, or undue influence with the intent to:

- Interfere with the performance of the duties of any election's official relating to an election;
- Retaliate against any elections official for performing duties relating to an election.

Disseminate any personal identifying information or sensitive information of an election's official without the consent of the election's official, knowing that the elections official could be identified by such information, if:

- The person disseminates such personal identifying information or sensitive information with the intent to aid, assist, encourage, facilitate, further or promote any criminal offense which would be reasonably likely to cause death, bodily injury or stalking or with the intent to cause harm to the elections official and with knowledge of or reckless disregard for the reasonable likelihood that the dissemination of the information may cause death, bodily injury, or stalking;
- The dissemination of the personal identifying information or sensitive information would cause a reasonable person to fear the death, bodily injury or stalking of himself or herself or a close relation or causes the death, bodily injury or stalking of the elections official whose information was disseminated or a close relation of the election's official.

Force: 10 USC § 920(g)(4)

- The use of a weapon;
- The use of such physical strength or violence as is sufficient to overcome, restrain, or injure a person; or
- Inflicting physical harm sufficient to coerce or compel submission by the victim.

Intimidation: 18 U.S. Code § 1514

- means a serious act or course of conduct directed at a specific
  - Causes fear or apprehension in such person; and
  - Serves no legitimate purpose.

Coercion: NRS 207.190

- Use violence or inflict injury upon the other person or any of the other person's family, or upon the other person's property, or threaten such violence or injury;
- Deprive the person of any tool, implement or clothing, or hinder the person in the use thereof;
- Attempt to intimidate the person by threats or force.

Violence: Could include, battery, assault, coercion (see above), sexual assault, reckless conduct designed to harass another person (such as stalking, arson, trespassing, destruction of the person's property, stealing of the person's property, injuring (or killing) the person's animal, carrying a concealed weapon (without a permit), falsely imprisoning the person, or unlawfully entering the persons residence.

Restraint: To prevent from doing something.

Undue influence: Is improper influence that deprives a person of freedom of choice or substitutes another's choice or desire for the person's own. Undue influence is more than just making suggestions. It involves a person who may attempt to emphasize their official position or role (e.g., as an election observer, etc.) to demand actions or privileges that would not have been otherwise afforded.

It is unlawful for any person to use or threaten or attempt to use any force, intimidation, coercion, violence, restraint, or undue influence with the intent to:

- Interfere with the performance of the duties of any election's official relating to an election; or
- Retaliate against any elections official for performing duties relating to an election.

Individuals or organizations creating an intimidating presence inside, or outside a polling place to discourage individuals from voting or influence a voter into casting their vote for a candidate of their choice, as opposed to the voter's choice.

If the intimidation of a voter is observed, the individual needs to be moved away from the voter and asked to stop the behavior/action. This applies even to individuals the voter knows personally. Every voter has the right to vote independently and in privacy. If the person refuses, contact the county election office.

If the person becomes loud, aggressive, or otherwise disruptive, please call 911. Tell them who you are, where you are and ask for assistance.

Most reports of voter intimidation are made against election workers. Whether due to implicit bias or lack of understanding of the laws governing elections, election workers across the country consciously or unconsciously engage in behaviors which are intimidating to voters. Examples of this kind of behavior include:

- Aggressively questioning voters about their citizenship, criminal record, or other;
- qualifications to vote, in a manner intended to interfere with the voters' rights;
- Spreading false information about voter requirements, such as an ability to speak English, or the need to present certain types of photo identification;
- Discussing or displaying false or misleading signs about voter fraud and the related criminal penalties;
- Discussing or commenting negatively on a voter's ethnicity, headdress, language, accent, or name, particularly toward non-English speakers and people of color.

Best practice: Election officials and staff need to be cognizant and thoughtful when engaging with voters and citizens. Maintaining good body posture, making eye-contact when having conversations, keeping a calm tone of voice, and having clear communication will help when speaking with upset or disruptive individuals.

Request for Confidentiality

Any person listed in NRS 293.906, NRS 250.130 and NRS 247.530 who wishes to have personal information about himself or herself that is contained in the records of the Secretary of State or a county or city clerk be kept confidential must obtain an order of a court that requires the Secretary of State or the county clerk or city clerk to maintain the personal information of the person in a confidential manner. Such an order must be based on a sworn affidavit by the person, which:

- States that the affiant qualifies as a person listed in NRS 293.908, NRS 250.140 and NRS 247.540; and
- Sets forth sufficient justification for the request for confidentiality.

Upon receipt of such an order, the Secretary of State or a county or city clerk shall keep such information confidential and shall not:

- Disclose the confidential information to anyone, unless disclosure is specifically authorized in writing by that person; or
- Post the confidential information on the Internet or its successor, if any, or make the information available to others in any other way.

A court order that had been granted pursuant to NRS 293.906, must be submitted to the Secretary of State's Office and accompanied by the Request for Confidentiality Form for processing.

A copy of a court order that has been granted confidentiality of a person pursuant to NRS 250.140 and NRS 247.540 must be submitted to the county clerk/registrar of voters.

If an eligible person requests confidentiality, the confidential information of that person may only be disclosed as provided in NRS 239.0115 or as otherwise specifically authorized by law.

A copy of the court order and the Request for Confidentiality form can be mailed or delivered to both the Secretary of State's Carson and Las Vegas Office's.

Secretary of State
101 N. Carson Street, Suite 3
Carson City, NV 89701

Secretary of State
2250 Las Vegas Blvd. North, Suite 400
North Las Vegas, NV 89030

Eligible People Who Can Request Confidentiality

Pursuant to NRS 293.908, NRS 250.130 and NRS 247.530 the following people may request that personal information contained within the records of the Secretary of State, or a county or city clerk / registrar of voters be kept confidential:

- Any justice or judge in this State.
- Any senior justice or senior judge in this State.
- Any court-appointed master in this State.
- Any clerk of a court, court administrator or court executive officer in this State.
- Any county or city clerk or registrar of voters charged with the powers and duties relating to elections and any deputy appointed by such county or city clerk or registrar of voters in the elections division of the county or city.
- Any peace officer or retired peace officer.
- Any prosecutor.
- Any state or county public defender.
- Any person employed by the Office of the Attorney General who prosecutes or defends actions on behalf of the State of Nevada or any agency in the Executive Department of the State Government.
- Any person, including without limitation, a social worker, employed by this State or a political subdivision of this State who as part of his or her normal job responsibilities:
  - Interacts with the public; and
  - Performs tasks related to child welfare services or child protective services or tasks that expose the person to comparable dangers.
- Any county manager in this State.
- Any inspector, officer or investigator employed by this State, or a political subdivision of this State designated by his or her employer:
  - Who possess specialized training in code enforcement;
  - Who, as part of his or her normal job responsibilities, interacts with the public; and
  - Whose primary duties are the performance of tasks related to code enforcement.
- The spouse, domestic partner or minor child of a person described above
- The surviving spouse, domestic partner or minor child of a person described above, who was killed in the performance of his or her duties.

Training Related to the Elections Procedure Manual

At least once every two years, the Secretary of State, Elections Division will develop and provide training to each county clerk and city clerk related to elections procedures, including, without limitation, the procedures set forth in the Elections Procedure Manual NRS 293.2502.

Clerks are required to attend training provided by the Secretary of State's Office. They may request any deputy or an employee of their office whose duties relate to elections to attend the training.

The Secretary of State's Office will provide or reimburse each county or city, as applicable, for the cost of per diem allowance and travel expenses of the county clerk or city clerk for attending the training course required pursuant to NRS 293.2504(a), and may provide or reimburse the county or city, as applicable, for the cost of per diem allowance and travel expenses of any deputy or employee of the county or city clerk for attending the training course required pursuant to NRS 293.2504(b).

Vote to Honor a Service Member

The I Vote to Honor a Service Member is a program to recognize the service and dedication of the men and women who are or have served in our armed forces by encouraging voters to cast their ballot in the names of those who fight to defend our liberty and to protect our right to vote.



The Office of the Secretary of State invites Nevadans to show their support for a family member, a friend, a neighbor or a military unit by submitting a personal message or tribute. Participants will receive a pin to wear when they go to cast their ballot.

To participate in the program, please complete an online form here and send to:

Secretary of State
Attn: I Vote to Honor
101 N. Carson Street, Suite 3
Carson City, NV 89701
NVElect@sos.nv.gov

Personal message or tribute comments provided will be posted in the testimonial section here.

Political History of Nevada

In 1910, Nevada's Secretary of State, William Douglas, issued the first *Political History of Nevada*, a reference tool in the form of a pamphlet, that provided a collection of facts and interesting accounts of Nevada's political history, data, and election results dating back to the beginning of Nevada's becoming a State in 1864.

The Political History of Nevada is typically updated and published every ten years and is produced jointly with the Research Division of the Legislative Counsel Bureau. The 2016 edition is available online to view or print, on both the Secretary of State's website and the Legislative Counsel Bureau's website.

2016 Political History of Nevada

Introduction
Chapter 1 Politics in Nevada, Circa 2016
Chapter 2 Facts About Nevada
Chapter 3 Historical and Political Data
Chapter 4 Campaigning, Voter Registration, and Casting Ballots in Nevada
Chapter 5 Federal and Statewide Office Holders
Chapter 6 The Nevada Judiciary
Chapter 7 State Legislature
Chapter 8 Legislative Redistricting
Chapter 9 Election Results

Helen J. Stewart Award

The Helen J. Stewart Award recognizes outstanding Nevada high school seniors for civic participation in their community by encouraging voter registration among eligible Nevada high school students. The award was established by Secretary of State, Barbra Cegavske in 2016 and is available annually to any Nevada high school.

The award is available annually to any Nevada high school. To apply for the Helen J. Stewart Award, please complete and submit an award nomination form. Questions about the Helen J. Stewart Award can be sent to sosexec@sos.nv.gov.

For more information about the award, including past Recipients, please visit the Helen J. Stewart award webpage.

Helen J. Stewart married and moved to Nevada in 1873 from California and resided with her husband and three children in the Pioche, Nevada area. In 1882 Helen moved with her husband and children to the Las Vegas Valley to take possession of the Las Vegas Ranch. Two more children were born in the Las Vegas Valley. Helen operated the Ranch after the death of her husband in 1884. Helen Stewart became the first woman elected to the Clark County School District's Board of Trustees in 1916. She donated land in 1922 for the Las Vegas Grammar School, which became the first public school attended by Native American students from the Southern Paiute Indian Colony.

CHAPTER 3
LANGUAGE ACCESS

TABLE OF CONTENTS

Purpose 17
Literacy vs. Orality in Ballot Decisions 18
Service & Content Offerings 18
Language Specific Pages 18
Interpretive Language Services 19
Self-Directed Services 19
On-Site Services 19
Video ASL Interpretation 19
Outreach Events 20
Monitoring & Evaluation of Services 20
Language Specific Consumer Interactions 20
Telephonic Interpretation & Interactions: 20
Website Interactions: 20
Video Access: 21
Community Concerns: 21
Social Media: 21
Outreach Engagement: 21
Specific Interest Populations: 21
Stakeholders & Gatekeepers Engagement: 21
Internal Operational Indicators 22
Other Pulse Points for Consideration 22
Surveys 22
Grievance / Suggestions 23

LANGUAGE ACCESS

Purpose

In response to Section 203 of the Voting Rights Act of 1965, the Nevada Secretary of States Office is implementing this strategy specifically to respond to the functions of Elections Division and the forthcoming election cycles. The intent meshes the urgency of ensuring that all eligible voters avail accessibility to elections related information in languages which afford the most opportunity for comprehension, while providing literature, video and other relevant communications that respond to a range of literacy levels posed within the statewide population. The ability to "meet people where they are at", is the intent of the Language Access & Voter Education initiative as meshed with the need to deploy quality non-partisan and non-candidate leaning communications that empower voters with critical tools to effectively participate at the polls with dignity and respect.

Further, this plan responds to ensure compliance with Americans with Disabilities Act, The Voting Accessibility for the Elderly and Handicapped Act (1984), The Uniformed and Overseas Citizens Absentee Voting Act (1986) and the Civil Rights Act of 1870, amended in 1957, 1960 and 1964.

This designed practice of promoting elections participation is based on Literacy vs Orality, essentially advocating for information delivery through a multiplicity of mediums at consistent but non-imposing frequencies. With interest in content comprehension, it is anticipated that voters will be able to make data driven and informed decisions at the polls. Understanding that the history of elections information has yielded development of content typically created by and for individuals holding post-graduate acumen. The time-honored use of jargon and verbose language at these levels often blatantly ignores the reality that a large proportion of the nation's highly productive citizenry has completed the equivalent to, or often less than, a high school diploma. As such, much of the content which has been available for consumption, is not easily understood nor attention grabbing, which may reasonably repel those desiring to participate due to content aesthetics or presentation.

Literacy vs. Orality in Ballot Decisions

Orality in this elections space is referring to the use of spoken language as a key mechanism of information sharing. A common utilization is "word-of-mouth" conveyance, which can transfer insights between individuals based on perception, experience or opinion. Literacy is defined, in the ballot decision space, as gaining knowledge or competence of the information presented, through personal contemplation and possible investigation.

Individuals who participate in the Elections proceedings culminate the process by casting their selection based on candidate and ballot question information derived from a variety of sources. Some individuals actively research items on the ballot, taking part in town halls, debates, engaging with candidates, literature and obtain answers to their specific questions prior to casting their ballot.

Yet another subset of the eligible voter population, is strongly impacted by information received from a potential voters' social circles, family, friends, enthusiasts or election deniers and is heavily impacted by orality. In these situations, the opportunity for mis- or dis-information holds an increased likelihood and may impact voter decision and /or participation.

Other key sources of information consumption include delivery via news media and information shared through public facing mediums which may be expressed via both partisan and non-partisan sources. Clearly, independent research may or may not be at the helm of all voters decision-making processes. Of course, whether an active voter or eligible non-voter, the need to avail accurate information is essential, and the comprehension of such information is the crux of effective democracy.

Service & Content Offerings

The Language Access page on the Nevada Secretary of State houses a variety of detailed information on voter participation and insights to help constituents understand the electoral landscape. Additionally, we provide access to interpretation services, guidance on voting procedures, and support for overcoming barriers to voting.

Language Specific Pages

These pages follow a similar format as the English language pages, specifically for 2024 Election Information. Information is available (as of June 2024) in the following languages…

Spanish Tagalog / Filipino Vietnamese Chinese – Simplified Thai Korean (Coming Soon)



Interpretive Language Services

Established in April 2024, the agency began supporting telephonic interpreters' services specific to Elections content.





Self-Directed Services

The service avails constituents the ability to communicate with Nevada Elections Subject Matter Experts via telephonic interpreter in over 200 languages. The service, available Monday – Friday from 8:00am to 5:00pm, is an opportunity to get specific questions answered in the languages that best serve the individual PRIOR to the actual election day activities from the comfort of their own home and own telephonic device.

This service is FREE to constituents as they dial a local phone number to connect to the interpreter bank.

On-Site Services

For those needing interpretation services at the polling locations, they are able to download "I Speak" print and cut card, and present to their polling official to access the same or similar services provided at the county level. "I Speak" cards, are available on each of the respective language pages, with an English branded fill-in available for other language inclusion.

Video ASL Interpretation

For those requiring interpretive assistance via American Sign Language, video interpretation services can also be accessed via the Language Line mechanisms.

Outreach Events

Establishing a physical presence at community events, the team presents one-to-one engagement with constituents, availing questions on participation, literature (multi-departmental) , promotional items. Staff attempt to incorporate inquiry on primary vs general participation and knowledge sources for both candidates and ballot issues.

Information presented on tables may be generic to Elections, or specific to the intended special populations. Use of displays with QR codes for appointment setting (other divisions), Voter Registration, Ballot Trax or Language Access pages is prominently displayed, encouraging the availability of multi-lingual in person and telephonic services.



Monitoring & Evaluation of Services

Measurement and full accountability of the efforts of this program include the use of spreadsheet tallies, surveys, timeline and production tracking as baselines. It is critical to ensure that the services offered through the Language Access Initiative involve analysis of a variety of mechanisms.

Language Specific Consumer Interactions

The provision of a monthly summary including the following indicators will serve as the baseline for initial year operations. Indicators are noted below...

Telephonic Interpretation & Interactions:

Telephonic interactions with in-house staff offering direct interpretation can be logged via tally sheet or electronic form for tracking interactions. Language specificity should be denoted.

- Center Contacted / Area Code Jurisdiction Indicator
- Language Preference
- Date, Time & Duration of Call
- Staff Accessed
- Interpreter Accessed

Website Interactions:

Coordination with SOS IT Team to include use of Google Analytics or other validated tracker to track user accessibility.

- Counts of clicks or document downloads by Language
- Specific Page Accessibility by Language.

Video Access:
For departments making use of video content on website or third-party site, tracking of views, likes and subscribes per video will offer insight.

Community Concerns:
Tally of information requests from pertinent advocacy bodies for documentation or other language specific information requests.

- Email Concerns sent to nvelect@sos.nv.gov
- Telephonic Concerns contacting (775) 684-5705
- Qualitative Comments/Suggestions/Grievance Form

Social Media:
Usage of existing platform tool or interim manual count to establish baselines.

- Quantitative Insights - # of Comments, Views, Likes, Follows, Subscribes, Shares of Post Specific Content.
- Qualitative Insight – Review and analysis of specific Comments parsed between types, (general, specific topic, complaint, mis – dis information, other).

Outreach Engagement:
Community event engagement with distribution of materials, question answering opportunity and distribution of materials/promotional items.

- Event Type & Targeted Audience
- Sponsor / Promoter
- Location and Geographic Region of Events / Span of Influence

Specific Interest Populations:
Populations which have been pre-designated for purposes of Elections inclusion, identify challenges faced in the election's participation process, operative work arounds and participatory inclusion.

- Tribal Nations
- Veteran and Active Military (UOCAVA)
- Individuals with Disabilities

Stakeholders & Gatekeepers Engagement:
Communications, Meetings or Participation in Community and Faith Based relationships to potentially build collaboration and awareness opportunities.

- Date, Contact and Entity
- Span of Audience Influence (Entities Target Population)
- Discussion Point & Potential Engagement Opportunities

Internal Operational Indicators

Identifying systematic and systemic processes that have either promoted or hindered operation flow are also of importance. In most instances these are internal and can be classified as promising practices or lessons learned or procedural challenges. Establishing qualitative review on the following may be beneficial to the program as well.

- **Language Acculturation**: Ensuring that translation takes into consideration cultural nuances. Example: English to Spanish, but the variations of word use in a dialect traditionally used in Mexico, versus the same word as presented in a South American country found to be offensive.
- **Contracted Translator vs. Artificial Intelligence**. Consistency of use across languages, and contractual requisites regarding technological inclusion. Are comments or questions being presented that may reflect challenges with either method.
- **Concise Text:** Is the information being presented in a 5th-8th grade literacy level. Is the level of translation in one language appropriate for other languages as well, or might it be considered offensive. Is the text being parsed into smaller portions to gain better understanding by the reading audiences. Are visual indicators, infographics and culturally relevant imagery being included in the presentations.
- **Visual Appeal:** Is the content aesthetically pleasing and inviting reflective of the geographic regions within the state or exemplifying traditional canned appeal. Is the mechanism of delivery appropriate for the target audience.

Other Pulse Points for Consideration

- Consistency in Reporting and Tracking of Outcomes
- Timely Translation and Circulation of Content
- Flourishing Engagement with Finance/Accounting on Contracts and Issues Solved Promptly
- Quality Documentation for Presentation in Legislative or Conference Settings

Surveys

Surveys are a valuable tool for capturing the pulse of the community regarding their individualized knowledge of the elections process. By conducting surveys, organizations and governments can gather data on voters' understanding of key election topics, such as voter registration requirements, polling locations, and candidate platforms. Surveys will also provide insights into voters' attitudes and perceptions towards the electoral process, helping to identify areas for improvement and tailor outreach efforts.

Additionally, surveys can help gauge voter turnout intentions and inform targeted voter education campaigns, ultimately leading to a more informed and engaged electorate.

Grievance / Suggestions

Efforts to create a viable Language Access program require insights from the constituents themselves. Whether content, delivery or notification, establishing a warm and inviting mechanism for candid commentary, will help the agency to better serve the public. Each department within the SOS agency, avails relevant contact information to submit concerns identified. The SOS site currently avails a grievance / suggestion complaint form specific to Language Access in the Elections division content.

CHAPTER 4
ELECTION BASICS

TABLE OF CONTENTS

Election Basics 24
Election Calendar 25
Types of Elections 25
Presidential Preference Primary 25
Primary Election 26
General Elections 26
Special Elections 27
Recall Elections 27
Partisan Offices 27
Nonpartisan Offices 28
Election Precincts 28
Creation, Modification, and Nonconformance 29
Reapportionment and Redistricting 31
Upcoming Redistricting Changes 31
Election Boards 33
Regulations, Requirements, and Authority 34
Mail Ballot Central Counting Board 35
Signature Audit Election Board Officers 36
Polling Place Board 36
Accuracy and Certification Board 36
Computer Program and Processing Accuracy Board 37
Creation of Special Election Boards 37
Central Ballot Inspection Board 37
Mail Ballot Inspection Board 38
Ballot Duplicating Board 38
Ballot Processing and Packaging Board 39
Vote Adjudication Board 39
Common Manual Terminology 40

ELECTION BASICS

Election Calendar

The Nevada Elections Calendar contains due dates, legal authority, events, and descriptions for filings, plans and reports that are due throughout each election cycle.

Types of Elections

Nevada holds both primary and general elections for all federal, state, and local offices. The State will hold a presidential preference primary election for major political parties, if more than one candidate of the same party files for the office of United States President. If only one candidate of a major political party files for candidacy, no presidential primary will be held for that party.

Separately, the Democratic and Republican major parties hold their own caucuses to help determine presidential nominees. The Secretary of State's Office does not oversee or play a role in the major party caucuses.

Presidential Preference Primary

Nevada's first Presidential Preference Primary election was held in the 2024 Election.

The Presidential Preference Primary election is held for major party qualified candidates running for the Office of the United States President and takes place on the first Tuesday in February of each presidential election year.

The Secretary of State will compile the abstract of returns from each county, certifying the total number of votes received for each qualified candidate of the major party and forward to the party's central or national committee for consideration.

If more than one major political party candidate, who qualifies for the partisan office of the United States Presidency and files a declaration of candidacy, a Presidential Preference Primary must be held. The State of Nevada is not required to have a Presidential Preference Primary, if only one qualified candidate or no qualified candidates of a major political party file a declaration of candidacy. If only one qualified candidate of the major political party files a declaration of candidacy, the Secretary of State's office must certify the name of the qualified candidate and notify the state central committee and the national committee of the major political party NRS 298.650.

Each major political party must provide the names of the party's respective candidates for President and Vice President of the United States to the Secretary of State by not later than 5 p.m. on the first business day of September of the year of a presidential election NAC 298.

A minor political party that wishes to place its candidates for partisan office of the United States Presidency on the ballot for a general election must file a certificate of nomination with the Secretary of State's office no later than the last Tuesday in August, prior to the election NRS 293.1275.

The State of Nevada allows those who wish to run for a partisan office as a candidate with no political affiliation to run as an independent candidate. An independent candidate is a candidate "who has been nominated for a partisan office but who is registered with no political affiliation" NRS 293.063. An independent candidate for partisan office must be nominated in the manner provided in NRS 293.200.

An independent candidate for the partisan office of the United States Presidency may qualify to appear on the general election ballot by completing the petition process and complying with all other candidate filing requirements, such as submitting a Declaration of Candidacy and paying the appropriate filling fee. A person may not file as an independent candidate if he/she is proposing to run as a candidate of a political party or is registered to vote as a member of a political party.

Primary Election

Primary elections are held to nominate candidates to run in the general election and are either:

- Partisan offices where a political party is required to be listed on the primary ballot and for holding office, or
- Nonpartisan offices where a political party is not listed on the ballot where the office being elected does not require a political party as part of the job.

The type of primary also determines which voters can cast ballots.

General Elections

The general election is open to all voters. Winners in the general election are elected to their office. Minor party candidates nominated by their party and qualified independent candidates appear on the general election ballot.

Ballot initiatives, referendums, and constitutional amendments that have qualified for the ballot are also voted on during the general election. Certain judicial positions are required by law to be elected at the general election, so it is not uncommon for these races to have only one candidate.

Nevada allows voters to select "None of These Candidates" for all statewide offices; Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer, Controller, President / Vice- President of the United States, and U.S. Senate contests. "None of These Candidates" cannot win the election. If "None of These Candidates" does receive the most votes, the actual candidate with the highest number of votes is elected.

Special Elections

Special elections may be held when a recall or vacancy occurs in an elected office. The authority to call a special election is determined by either the Governor, county commission, or city council, depending on the position, timing, and cost. Rather than hold an election, the deciding authority may appoint a person to fill the vacated position pursuant to NRS 293.

If being filled by appointment, the person appointed must be from the same political party as the former office holder if the position is partisan. Whether elected by special election or appointed, the person's term of office ends at the next regularly scheduled election.

Recall Elections

The Nevada Constitution allows for the recall of any elected official. The Nevada Constitution does not specify what can trigger a recall. A recall petition can be initiated for any reason. To initiate a recall, a person or group must file their Notice of Intent with the Secretary of State for statewide or state legislative recalls or with the county clerk/registrar of voters for county or city offices.

To view additional information about initiating a Recall visit the Nevada Secretary of States website here.

Partisan Offices

Currently, Nevada uses a closed partisan primary for primary elections for federal, state, and county partisan offices, Congress, Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer, Controller, State Legislators, County Commissioners. Not all political parties hold a primary election. Under state law, a political party must have at least 10 percent of registered voters identify as members of that party to be able to hold a nominating primary.

Qualifying parties are called "major political parties." Currently, only the Democratic and Republican Party are major political parties. Other political parties, those with less than 10 percent of registered voters, are called minor political parties. Minor political parties may nominate a candidate to appear on the general election ballot, however, they must meet certain requirements.

The state pays for the partisan primary election for major political parties. Minor political parties pay for their nominating requirements. To vote in a partisan primary election, a voter must be registered to vote as a member of the major political party whose primary they wish to vote in.

The candidate who gets the most votes of party members voting in the primary advances to the general election.

If only one major political party has candidates for a partisan closed primary and no minor party or independent candidate has filed to run in the general election, the major political party candidate who won their primary will appear on the general election ballot unopposed— meaning they were essentially elected in the primary.

Nonpartisan Offices

All voters may vote in the primary elections for nonpartisan officers, judges, mayors, city council, school boards, and special districts. All candidates for nonpartisan offices must file a certificate of candidacy to be placed on the primary election ballot.

The two candidates with the highest number of votes in the primary will advance to the general election unless one of the candidates receives more than 50 percent of the vote. If that happens, that candidate is considered elected and there is no general election for that office. There is an exception to this rule for certain judicial and nonpartisan races. Cities in Nevada might have a Charter that specifies other rules.

The partisan and nonpartisan primaries are held on the same day. Voters participating in a partisan primary will also be given the nonpartisan primary ballot. Voters eligible to vote only in the nonpartisan primary (those registered to vote as nonpartisan or in a minor political party) will only be given the nonpartisan primary ballot. How primary elections are structured is up to each state.

Currently, 15 states conduct closed primaries to include Nevada. Because of this, voters from other states moving into Nevada may assume Nevada is the same as their previous state.

This can lead to voters showing up to vote in the primary election and being surprised when they are given a primary election ballot with candidate names for only their registered party and eligible nonpartisan contests, or just eligible nonpartisan contests if the voter is registered as nonpartisan or has no party affiliation.

Election Precincts

According to Nevada law, “precinct,” is defined as the smallest voting area in a political subdivision. Election precincts are based on the number of registered voters therein, with a maximum of 5,000 voters allowed in a single precinct.

The county clerk or registrar of votes is responsible for creating the precincts within their jurisdiction and submitted to the local Board of County Commissioners, the Secretary of States Office and the Legislative Counsel Bureau NRS 293.207.

Creation, Modification, and Nonconformance

The county clerk or registrar of voters must establish, define the boundaries, abolish, alter, or consolidate precincts on or before the third Wednesday in March of every even-numbered year pursuant to NRS 293.206.

The boundaries must follow visible ground features (street, river, railroad, etc.) or coincide with the official boundary of a State, county, or city. The boundaries of each precinct must be submitted to the Secretary of State and Director of the Legislative Counsel Bureau no later than the last day in March of an election year.

If the Secretary of State determines that the boundaries of an election precinct do not comply with the provisions of NRS 293.205, the Secretary of State must provide the county clerk with a written statement of noncompliance setting forth the reasons the precinct is not in compliance. Within 15 days after receiving the notice of noncompliance, the county clerk shall make any adjustments to the boundaries of the precinct which are required to bring the precinct into compliance and shall submit a corrected copy or electronic file of the precinct map to the Secretary of State and the Director of the Legislative Counsel Bureau.

If the initial or corrected election precinct map is not filed as required or the county clerk fails to make the necessary changes to the boundaries, the Secretary of State may establish appropriate precinct boundaries in compliance with the provisions of NRS 293.205 to NRS 293.213. If the Secretary of State revises the map pursuant to this subsection, the Secretary of State shall submit a copy or electronic file of the revised map to the Director of the Legislative Counsel Bureau and the appropriate county clerk.

If there is a proposal to combine two contiguous election precincts into a single voting district to conduct a particular election for public convenience, necessity, and economy may require, notice shall be provided 14 days before consolidation. The notice must be posted like that of a regular county commissioner meeting, as well as mailing each Assemblyman, Assemblywoman, State Senator, county commissioner and, if applicable, member of the governing body of a city who represents residents of a precinct affected by the consolidation. The clerk must consider any written objections filed before consolidation.

Except in certain circumstances, Nevada law prohibits the altering election precincts during the period between the third Wednesday in March of any year whose last digit is 6 and the time when the Legislature has been redistricted in a year whose last digit is 1.

Exceptions to the prohibition during the period include:

- If ordered by a court of competent jurisdiction.
- If required to meet objections to a precinct by the Attorney General of the United States pursuant to the Voting Rights Act of 1965.
- If required by the incorporation of a new city.
- If required by the creation of or change in the boundaries of a special district (general improvement district or any other quasi-municipal corporation organized under the local improvement and service district laws).
- If a city annexes an unincorporated area located in the same county as the city and adjacent to the corporate boundary, the annexed area may be included in an election precinct immediately adjacent to it.
- A new election precinct may be established at any time if it lies entirely within the boundaries of any existing precinct.

If a change in the boundaries of an election precinct during the time specified the county clerk, within 15 days after the change, send to the Secretary of State and the Director of the Legislative Counsel Bureau and a copy or electronic file of a map and maintain a description of the changes.

A political subdivision shall not create, divide, change the boundaries of, abolish or consolidate an election district after the first day of filing by candidates for nonjudicial office during any year in which a general election or general city election is held for that election district. This does not prohibit a political subdivision from annexing territory in a year in which a general election or general city election is held for that election district.

A new precinct may be established upon petition of 10 or more registered voters, permanently residing in the area sought to be constituted a precinct, stating that they reside more than 10 miles from any polling place in the county. If it appears to the satisfaction of the county clerk that not less than 50 registered voters reside in the area, the precinct may be established without regard to the distance which the registered voters reside from another polling place or precinct.

Reapportionment and Redistricting

The goal of the reapportionment and redistricting is to ensure equal representation for voters as district populations shift over time. Redistricting information to include plans and maps can be found by visiting the Nevada Legislature's website at: https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2021/.

The updated county precinct maps can also be found on the Secretary of State's website at: https://www.nvsos.gov/sos/elections/county-precinct-maps.

Every ten years, following the United States Census, the Nevada Legislature is charged with reapportioning and redistricting the state's districts for:

- The U.S. House of Representatives
- The Nevada State Senate
- The Nevada State Assembly
- The Board of Regents of the University of Nevada

Redistricting was last completed in November 2021, using data from the 2020 Census which revised the boundaries of Nevada's four Congressional Districts, 21 Senate districts, and 42 Assembly Districts. Additionally, the boundaries of the University of Nevada, Board of Regents thirteen (13) districts were revised at that time.

Upcoming Redistricting Changes

In 2023, the Nevada Legislature passed Assembly Bill No. 118, amending NRS 396.040, revising the term length of the University of Nevada, Board of Regents members from six (6) years to four (4) years, and reducing the number of Board of Regent members from thirteen (13) to nine (9).

Beginning January 1, 2028, the reduction in membership and revision of term length for the University of Nevada, Board of Regents will consist of the following:

- At the general election in 2028, and every 4 years thereafter, one member of the Board of Regents must be elected from districts 1, 4, 6, 7 and 9; and
- At the general election in 2030, and 4 years thereafter, one member of the Board of Regents must be elected from districts 2, 3, 5 and 8.

Each member of the Board of Regents must be a resident of the district from which the member is elected.

The terms of the University of Nevada, Board of Regents who are incumbents on January 2, 2029, will expire on that date. The following revisions will take effect accordingly:

- Four members of the Board of Regents from districts 1, 4, 9 and 12 must be selected at the general election held on November 5, 2024, and take office on January 7, 2025. The terms of the members elected pursuant to this subsection expire on January 2, 2029;
- Four members of the Board of Regents from districts 2, 3, 5 and 10 must be selected at the general election held on November 3, 2026, and take office on January 5, 2027. The terms of the members elected pursuant to this subsection expire on January 2, 2029;
- Four members of the Board of Regents from districts 2, 3, 5 and 8 must be selected at the general election held on November 7, 2028, and take office on January 2, 2029. The terms of the members elected pursuant to this subsection expire on January 7, 2031; and
- Five members of the Board of Regents from districts 1, 4, 6, 7 and 9 must be selected at the general election held on November 7, 2028, and take office on January 2, 2029. The terms of the members elected pursuant to this subsection expire on January 4, 2033.

Though AB118 plans for the redistricting and revision of term lengths for the University of Nevada, Board of Regent members, it does not change the placement of candidates on future ballots or alter the requirements in NRS 293.260 which addresses the omission and appearance of names on primary and general ballots and how certain candidates are declared elected at a primary election.

Election Boards

Election Boards are made up of Election Board Officers assigned to perform a specific task, such as running a polling place or tabulating ballots. The following is a list of the most common election boards, and a description of the duties performed by each. Nevada law also permits the county clerk to create additional election boards to facilitate the expeditious processing of ballots. Below is a Code of Conduct example, which clerks may create and customize to their specific counties for their Election Board Officers.

Code of Conduct

I swear under the penalty of perjury that I will support the Constitution of the United States of America and the constitution of the State of Nevada and its laws. I will faithfully and impartially discharge to the best of my ability the duties of an Election Board Officer as required by law and the lawful rules and instructions of the Clerk or appropriate designee.

I will endeavor to prevent fraud, deceit, and abuse in conducting this election. I will not engage in any behavior intended to intimidate, coerce, or unduly influence an elector. I will report immediately to the Clerk or appropriate designee any violations of the law which come to my attention, and I acknowledge that it is not up to me to investigate or adjudicate any issues, but rather the Clerk.

I will not willfully give incorrect information nor allow others to do so. I will not try to determine how any elector voted, nor will I disclose how an elector voted if in the discharge of my duties such knowledge shall come to me. I will not disclose the result of the votes until after the polls have closed and the results are formally announced by the designated election official.

_____

John Doe

Subscribed and sworn to before me this XXth day of September 20XX.

_____

Jane Smith

_____

XXXXXX County Clerk & Recorder

Regulations, Requirements, and Authority

Requirements for Election Boards include, but are not limited to, members not being of the same political party or being a candidate or relative of the candidate within the second degree of consanguinity of affinity. Additionally, an Election Board Officer is required to be a registered voter or appointed as a student trainee.

Except as otherwise provided, the county clerk may determine the number of members to constitute any board. The county clerk shall make any appointments from among competent persons who are registered voters in this State. The members of each board must represent all political parties as equally as possible. The same person may be appointed to more than one board but must meet the particular qualifications for each board to which he or she is appointed. All persons appointed pursuant to this section serve at the pleasure of the county clerk.

Members of election boards continue as such from the day before the day of the election, until the time for filing contests of the election has expired. Each member of an election board is subject to be called on by the board of county commissioners or city council to correct any errors discovered during the canvass of votes by the board of county commissioners or city council. Reserve election board officers must be appointed by the county or city clerk, if practicable, to fill any vacancy which occurs on the day of the election, and the reserve officers must be compensated if they serve at the polls. If a vacancy occurs in any election board on the day of the election and no reserves are available, the election board may appoint, at the polling place, any registered voter who is willing to serve and satisfies the election board that he or she possesses the qualifications required to perform the services required.

Each election board must have one member designated as the chair by the county or city clerk. The election boards shall make the records of election required by this chapter. The appointment of a trainee as set forth in NRS 293.2175 and 293C.222 may be used to determine the number of members on the election board, but under no circumstances may a trainee serve as chair of the election board. The county or city clerk shall conduct or cause to be conducted a school to acquaint the members of an election board with the election laws, duties of election boards, regulations of the Secretary of State and with the procedure for making the records of election and using the register for election boards. The board of county commissioners of any county or the city council of any city may reimburse the members of an election board who attend the school for their travel expenses at a rate not exceeding 10 cents per mile.

Mail Ballot Central Counting Board

The county clerk shall appoint a mail ballot central counting board for the election. The mail ballot central counting board may begin counting the received mail ballots 15 days before the day of the election. The board must complete the count of all mail ballots on or before the seventh day following the election. The counting procedure must be public.

Except as otherwise provided in NRS 293D.200, each mail ballot central counting board shall process the mail ballots in the following manner:

- The name of the voter, as shown on the return envelope, must be checked as if the voter were voting in person;
- An election board officer shall indicate in the roster "Received" by the name of the voter;
- If the board determines the voter is entitled to cast a mail ballot and all other processing steps have been completed, the return envelope must be opened, and the mail ballot counted;
- An election board officer shall indicate "Voted" by the name of the voter; and
- When all mail ballots delivered to the board have been voted or rejected, except as otherwise provided in NRS 293D.200, the empty envelopes and the envelopes containing rejected mail ballots must be returned to the clerk.

Additionally, NAC 293.322 expands on the above by requiring the following procedures:

- The county clerk shall, not earlier than 15 days before the day of the election, deliver the mail ballots to the mail ballot central counting board for counting. When the mail ballots are received, the mail ballot central counting board shall.
    - Sort the mail ballots by precinct or, for those precincts that have been consolidated into a single voting district, by voting district, unless the system for counting the mail ballots produces an accounting of the mail ballots by precinct or voting district;
    - Count the number of mail ballots by precinct or, for those precincts that have been consolidated into a single voting district, by voting district;
    - Account for all mail ballots on the record of mail ballots; and
    - Place all the mail ballots and the record of mail ballots into the container provided by the county clerk.
- Not later than 2 days before the date of delivery of the mail ballots to the mail ballot central counting board for counting, the county clerk must post a statement in his or her office that notifies the public that the mail ballot central counting board will begin performing the actions set forth in subsection 1 and the time at which the mail ballot central counting board is expected to begin.
- Any mail ballots received by the county clerk after he or she delivers the mail ballots pursuant to subsection 1, and until the deadline for the receipt of mail ballots, must be delivered to the mail ballot central counting board for counting.
- The county clerk shall allow members of the general public to observe the handling of the mail ballots conducted pursuant to subsection 1 if those members do not interfere with the handling of the mail ballots.

Signature Audit Election Board Officers

The county clerk must perform daily audits of each electronic device during the processing of mail ballots for the election. The daily audit must include a review of a sample of at least 1 percent of the signatures verified each day. The county clerk shall appoint election board officers who must not all be of the same political party to manually review the signatures. The county clerk must prepare a report of each daily audit in compliance with NAC 293.339, NRS 293.124, 293.247, and 293.269925.

Polling Place Board

The county clerk of each county shall appoint and notify registered voters to act as election board officers for the various polling places in the county as provided in NRS 293.220 to 293.243, 293.227, inclusive, and 293.384. The county clerk may appoint a trainee for the position of election board officer as set forth in NRS 293.2175.

Immediately after election board officers are appointed, if requested by the county clerk, the sheriff shall:

- Appoint a deputy sheriff for each polling place in the county and for the central election board or the mail ballot central counting board; or
- Deputize as a deputy sheriff for the election an election board officer of each polling place in the county and for the central election board or the mail ballot central counting board. The deputized officer shall receive no additional compensation for services rendered as a deputy sheriff during the election for which the officer is deputized. Deputy sheriffs so appointed and deputized shall preserve order during hours of voting and attend closing of the polls.

Accuracy and Certification Board

Before conducting the test required pursuant to the provisions of NRS 293B.150, the county or city clerk shall appoint three persons, not more than two of whom are of the same political party, to serve as an accuracy certification board. No more than two of the people appointed to the board may be employees of the county or city. The accuracy certification board shall observe the conduct of the tests prescribed by NRS 293B.150 and 293B.165.

In addition to the duties prescribed in NRS 293B.145, 293B.155, 293B.165 and 293C.615, the accuracy certification board shall certify as to whether in their judgment the ballots were accurately counted. If they determine an inaccuracy exists, they shall furnish a written explanation for their determination.

Computer Program and Processing Accuracy Board

To facilitate the processing of votes cast under a mechanical voting system, the county clerk appoint members no later than 7 days before the election in which they will serve. The board shall verify that:

- Any invalid voting of a ballot will cause it to be rejected.
- Votes can be counted for each candidate and proposition.
- Any overvote for an office or proposition will cause a rejection of the vote for that office or proposition.
- Where multiple votes may be cast, the maximum number of votes permitted a voter cannot be exceeded without rejecting the vote for that selection, but any undervote will be counted.
- Neither a voter's omission to vote nor the voter's irregular vote on any particular office or proposition will prevent the counting of his or her vote as to any other office or proposition on the ballot.

Creation of Special Election Boards

The county clerk may appoint additional boards or election board officers necessary for the expeditious processing of ballots. For example, a county clerk may create:

- A central ballot inspection board;
- A mail ballot inspection board;
- A ballot duplicating board;
- A ballot processing and packaging board;
- A Vote Adjudication Board; and
- Additional boards or appointing such officers as the county clerk deems necessary for the expeditious processing of ballots.

Central Ballot Inspection Board

The central ballot inspection board shall:

- Receive the ballots in sealed containers.
- Inspect the containers, record the number indicated on each container and its seal pursuant to NRS 293.462 and remove the storage devices which store the ballots voted on mechanical recording devices which directly record votes electronically.
- Register the numbers of ballots by precinct.
- Deliver any damaged paper ballots to the ballot duplicating board.
- Receive duplicates of damaged paper ballots from the ballot duplicating board and place the duplicates with the voted ballots of the appropriate precinct.
- Place each damaged original paper ballot in a separate envelope and note on the outside of the envelope the appropriate number of the precinct.
- Reject any paper ballot that has been marked in a way that identifies the voter.
- Place each rejected paper ballot in a separate envelope and note on the outside of the envelope the appropriate number of the precinct and the reason for the board's rejection of the ballot.

Mail Ballot Inspection Board

The mail ballot inspection board shall:

- Perform functions similar to those of the central ballot inspection board and the ballot duplicating board as those functions are applicable to mail ballots.
- Bundle the empty mail ballot return envelopes according to ballot type or precinct and deliver the bundles to the county clerk.
  Treat any mail ballot return envelope found not to contain a ballot as a rejected ballot and place each such envelope in a separate larger envelope on which must be written the ballot code or precinct and the reason for the rejection.

Ballot Duplicating Board

If the county clerk creates a ballot duplicating board, the county clerk shall appoint to the board at least two members. The members of the ballot duplicating board must not all be of the same political party. The same person may be appointed to more than one board or perform additional functions as an election board officer.

The ballot duplicating board must duplicate a ballot and the duplicate ballot must be counted in place of the ballot if:

- The ballot is damaged or defective such that it cannot be read by a mechanical recording device or other electronic means; or
- The ballot is received through the system of approved electronic transmission established pursuant to NRS 293D.200.

The ballot duplicating board shall:

- Ensure that the correct precinct and ballot style is used to create the duplicate ballot;
- Mark the duplicate ballot so that the duplicate is identical to the original ballot;
- After finishing marking the duplicate ballot, verify that the duplicate ballot is identical to the original ballot, including, without limitation, any overvotes or undervotes;
- Affix a unique serial number on the ballot and log the duplicate ballot and the serial number of the duplicate ballot in the ballot duplication log;
- If any errors are made while marking the duplicate ballot, mark the duplicate ballot as “SPOILED” and repeat the procedures set forth in preceding four paragraphs, inclusive, to create a new duplicate ballot.

Each county shall establish a procedure for duplicating ballots that must be approved by the Secretary of State before being used in the county.

Ballot Processing and Packaging Board

The ballot processing and packaging board must be composed of persons who are qualified in the use of the data processing equipment to be operated for the voting count. The board shall:

- Allow members of the general public to observe the counting area where the computers are located during the period when ballots are being processed if those members do not interfere with the processing of the ballots.
- Receive ballots and maintain groupings of them by precinct.
- Before each counting of the ballots or computer run begins, validate the testing material with the counting program.
- Maintain a log showing the sequence in which the ballots of each precinct are processed, as a measure to ensure that the ballots of all precincts are processed.
- After each counting of the ballots, again verify the testing material with the counting program to substantiate that there has been no substitution or irregularity.
- Record an explanation of any irregularity that occurs in the processing.
- If the election is a primary election held in an even-numbered year or a general election, ensure that a list is compiled indicating the total votes, other than absentee votes and votes in a mailing precinct, which each candidate accumulated in each precinct.
- Collect all returns, programs, testing materials, ballots and other items used in the election at the computer center and package and deliver the items to the county clerk for sealing and storage.

Vote Adjudication Board

The county clerk may create a vote adjudication board and appoint its members. If practicable, the members must be of different political parties. The same person may be appointed to more than one board or perform additional functions as an election board officer. The board shall:

- Resolve the intent of a voter in casting his or her ballot if the voter's selection is related to a particular race or ballot question cannot be determined using a mechanical device or other electronic means.

Common Manual Terminology

Abstract of Votes: means a compilation of votes cast for a particular candidate by office and precinct.

Active Registration: a current registration of a voter in the statewide voter registration list, entitling such voter to vote in the manner provided by this title.

Adjudication: a term in elections referring to the check or review of a ballot that has been flagged for a possible error or a question of voter intent. This process is completed by a bipartisan board.

Administrators: Election administrators are the public servants who oversee and carry out the overall election process. They ensure compliance with laws, coordinate logistics, hire poll workers and oversee the counting of ballots.

Advocating: includes, without limitation, speaking, displaying or disseminating written material identifying clothing, buttons, or other paraphernalia.

Automatic Voter Registration Agency: a designated voter registration agency.

Ballot: the record of a voter's preference of candidates and questions voted upon at an election. The term includes, without limitation, votes cast by paper or by electronic means.

Ballot comparison: means a technique used in a risk-limiting audit in which the results of the ballot polling are compared to the results of the mechanical voting system as set forth in the record of votes cast on the system.

Ballot Drop Box: a ballot drop box is the name for the receptacle provided by a local election office to receive mail ballots throughout the county, whether in an election office, polling place or outside.

Ballot Polling: means a technique used in a risk-limiting audit in which individual paper ballots are randomly selected and the ballot markings are examined and interpreted manually until the sampling of selected paper ballots indicates a sufficient majority for the reported winner of the election.

Ballot Stock: the paper upon which a ballot is printed on which a voter directly indicates his or her vote and the materials included with a mail ballot, including, without limitation, the mail ballot, return envelope, envelope, or sleeve into which the mail ballot is inserted to ensure its secrecy and voter instructions.

Canvass: means a review of the election results by the board of county commissioners or the mayor and city council or the justices of the Supreme Court, by which any errors within the election results are officially noted and the official results are declared.

Central Counting Place: the location designated by the county or city clerk for the compilation of election returns.

Certificate of Election: a certificate prepared by the county or city clerk or Governor, for the person having the highest number of votes for any district, county, township, city, state or statewide office as official recognition of the person's election to office.

Clerk: election board officer designated or assigned to make the record of the election in the roster, tally list and challenge in the precinct, district or polling place in which such officer is appointed.
Contest: an adversary proceeding between a candidate for public office who has received the greatest number of votes and any other candidate for that office or, in certain cases, any registered voter of the appropriate political subdivision, for the purpose of determining the validity of an election.

Cost of Recount: commencement and completion of recount; limitation on additional recount.

Countywide office: means an elected county office whose candidates are voted upon in the election by the registered voters of the entire county.

Covered Voter: a uniformed-service voter, overseas voter or a spouse or dependent of a uniformed-service voter.

Declaration of Candidacy: a form a person must file with the appropriate filing officer to be named as a candidate on an official ballot at an election.

Digital Signature: an electronic signature that transforms a message by using an asymmetric cryptosystem.

Duplicate: means the process of preparing a new ballot to replace a ballot received through the system of approved electronic transmission or a damaged or defective ballot, including, without limitation, ballots that have been torn, bent or mutilated.

Duplicate Ballot: means the ballot prepared by a ballot duplicating board to replace a ballot through a system of approved electronic transmission or a damaged ballot.

Election Board: term in NRS to describe a group of Election Board Officers with a specific function or task, such as operating a polling place, central counting board, recount board, ballot adjudication board, etc.

Election Board Officer: the most common term in NRS to refer to a poll worker, election worker, polling place judge, and other variations created by local election officials.

Election Computer Program: means the tape, firmware, source code, executable computer code or computer software and the tables created for an election to count correctly votes cast through the use of a mechanical voting system. The source code or executable computer code for an election must remain on file with the Secretary of State until amended.

Electronic Roster: electronic rosters, also known as electronic poll books or E-pollbooks, are an electronic version of the paper polling place roster which contains the list of names of registered voters or cancelled records.

Electronic Signature: An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign a record.

Filing Officer: the Secretary of State, county or city clerk or any other officer authorized by law to receive designations and declarations of candidacy, certificates and acceptances of nomination or any other nomination papers.

Hand Count: means the process of determining the results of an election where the primary method of counting the votes cast for each candidate or ballot question does not involve the use of a mechanical voting system.

Mail Ballot: means a paper ballot distributed by mail to active registered voters.

Meaningful Observation: the observation of the recount of votes, including, without limitation, the counting and inspection of ballots, including rejected ballots. This does not include, viewing the personal information of a voter, a voter's ballot, selections on a ballot, or listening to conversations between election board officers.

Mechanical Recording Device: the device which mechanically or electronically compiles a total of the number of votes cast.

Mechanical Voting System: a system whereby a voter may cast a vote either on an electronic device or paper ballot, which is subsequently counted on an electronic tabulator, counting device, or computer.

Observer: any member of the general public or representative of a political party who are allowed to observe the conduct of voting at a polling place, the processing of ballots, pre- and post- election logic and accuracy testing and the certification of post-election audits. Observers are not affiliated with, employed by or representatives of any local election office.

Overseas Voter: a United States citizen who is outside the United States and qualifies as a covered voter.

Personal Knowledge: firsthand knowledge through experience or observation of the facts upon each ground that the challenge is based.

Personal Use: means any use of contributions to fulfill a commitment, obligation or expense of a candidate that would exist irrespective of his or her campaign, and/or a public officer that would exist irrespective of the duties of his or her public office.

Polling Place: the most common term in NRS to describe the location or building where people go to vote in an election. Other synonymous terms include Poll, Polling Location, Early Voting Location and Vote Center. The term is intended to mean any place that is designated by the county clerk for voting by personal appearance.

Polling Place Supplies: Critical – supplies critical to the operation of a polling place, such as supplies that must be tracked, securely stored, and or returned to the county election office daily.

Polling Place Supplies: Non-Critical – supplies that are mandatory but not critical to the operation of a polling place. Such items do not require tracking, secure storage, or daily return to the county election office.

Poll workers: Poll workers are trained as part of a large, temporary workforce to staff polling places during early voting and on Election Day. Although most poll workers are paid, most are not employed full time by a board of elections, county clerk's office. Poll workers perform many different tasks at their assigned polling places, including: helping voters check in, managing voter lines, troubleshooting equipment issues, providing directions and assistance to voters, coordinating the transmission of election results to central counting facilities, and/or reconciling the number of ballots received with the number of voters who checked in.

Precinct: a subdivision of the boundaries of election districts and must be of contiguous territory. Election precincts must be established on the basis of the number of active registered voters therein, with a maximum of 5,000 registered per precinct.

Recount Board: where a county/city clerk employs a recount board to conduct the recount in the county or city and shall act as chair of the recount board unless the recount is for the office of county/city clerk, in which case the registrar of voters/mayor of the city, if the registrar of voters/mayor is not a candidate on the ballot, shall act as a chair of the recount board.

Recount of Vote: a candidate defeated at any election may demand and receive a recount of the vote for the office for which he or she is a candidate to determine the number of votes received for the candidate and the number of votes received for the person who won the election.

Results Cartridge: means an elections media cartridge or memory device which contains the electronically recorded ballots cast during the election and from which the ballots are tabulated.

Risk-Limiting Audit: means an audit protocol that uses statistical principles and methods designed to limit the risk of certifying an incorrect election outcome.

Sample Ballot: an informational document distributed by a county or city clerk that includes a list of the offices, candidates, and ballot questions that will appear on a ballot in an election. Sample ballots also include general information regarding an election such as polling locations, explanations of ballot questions, and information on voting devices used at the polling location.

Signature Stamp: a person with a physical disability who, by reason of the physical disability, is unable to write may use a signature stamp to affix his or her signature to a document or writing any time that a signature is required by law and person, government, governmental agency and any political subdivision of a government must treat each signature affixed by a person described in paragraph through the use of a signature stamp in the same manner as it treats a signature made in writing.

Statement of Contest: a candidate at any election, or any registered voter of the appropriate political subdivision, may contest the election of any candidate, except for the office of United States Senator or Representative of Congress.
Statewide Office: means an elected state office whose candidates are voted upon in the election by the registered voters of the entire State.

Statewide Voter Registration List: the official statewide list of registered voters established and maintained by the Secretary of State, in consultation with each county and city clerk.

Tie Vote: Determination of winner in certain elections; determination of nominees in certain primary elections; right to recount.

Tribal identification Card: An identification card issued by an Indian tribe located in whole or in part in this State

Vote Center: means a polling place established by the county or city clerk, where any person entitled to vote by personal appearance in the county or city, as applicable, may do so on the day of the election. Although not included in the Nevada law definition, the term “vote center” sometimes refers to a polling location for early voting or on election day.

VVPAT: Voter verifiable paper audit trail printer or VVPAT - means the device attached to a mechanical recording device and the paper it prints to record all votes cast by a voter for any and all candidates and for or against any and all measures, enabling that voter to visually verify that the mechanical voting system has accurately recorded the votes of the voter.

Voting Booth: means any place or compartment used to screen a voter from the observation of others.

Vote Center: a polling place established by the county or city clerk where any person entitled to vote by personal appearance in the county or city, as applicable, may do so on the day of the election.

Voting Device: “device” is the term the NRS uses to describe the item/machine voters cast their vote on, which is part of a mechanical voting system.

Voter Verifiable Peper and Trail Audit: Voter verifiable paper audit trail printer” or “VVPAT” means the device attached to a mechanical recording device and the paper it prints to record all votes cast by a voter for any and all candidates and for or against any and all measures, enabling that voter to visually verify that the mechanical voting system has accurately recorded the votes of the voter.

Uniformed-Service Voter: an elector who is a member of the active or reserve components of the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States who is on active duty; a member of the Merchant Marine, the Commissioned Corps of the Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States; a member of the National Guard or state militia unit who is on activated status; or a spouse or dependent of a person who qualifies as a uniformed-service voter.

CHAPTER 5
VOTER REGISTRATION & ELECTION MANAGEMENT SYSTEM (VREMS)

TABLE OF CONTENTS

TotalVote 53
- Voter Registration Management 53
- Voter Roll Maintenance 53
- Election Cycle Management 53
- Absentee and Mail Ballot Processing 53
- Reporting and Analytics 53

TotalAddress 54
- Address Standardization and Validation 54
- Geocoding 54
- Redistricting Support 54
- Data Integration 54

ePulse 55
- Election Day Monitoring 55
- Incident Management 55
- Resource Management 55
- Communication Hub 55

Poll Pad 56
- Voter Check-In 56
- Real-Time Synchronicity 56
- Voter Assistance 56
- Accessibility 56

Project Overview 57
- Phase One 57
- Phase Two 57
- Phase Three 57

User Support and Resources 58

VREMS User Guides 58

Getting Started with TotalVote 59

The Dashboard 59
- User Account Information 60
- Current Election 60
- Home Icon 60
- Navigation Bar 61

Voter Registration menu 61
Reports Menu 61
Election Management Menu 62
County Utilities Menu 62
Quick Search 63
Sidebar 63
Tasks 63
NCOA & ERIC 64
Forms 64
Mass Updates 64
Notices 64
Responses 65
Job Queue 65
Job Queue 66
Calendar 66
Message Board 67
Recently Viewed Records 67
Tasks 68
Voter Registration Stats 68
Processing Voter Signature Cards 69
Scanning Cards 69
Attaching Scanned Cards to Voter Profiles 71
Appendix: Notices 73
Appendix: Tasks 73
County Daily and Monthly Task Overview 74
Daily/Frequent Tasks 74
NevVoter.nv.gov Data/HAVA Services 74
Tasks 74
NCOA/ERIC 74
Forms 74
Notices see Processing and Sending Unsent Notices 75
Job Queue 75
Monthly/Infrequent Tasks 75
TotalAddress Managing Addresses in TotalVote 75
Reports 75
Voter Registration > Purge Registrants 75
Database Checks (Database Development Pending) 75
Setting Up Notices 76
Creating County Templates from a State Master 76
Modifying an Existing Template 77
Code Hook Reference 81
Voter Status Triggers 81

Vote Profile Flag Triggers 81
Ballot Status Triggers 82
Setting Up County Information 83
Uploading the County Seal and Clerk's Signature 83
Entering County Office Information 86
Processing Third Party Applications 89
Automatically Processed Third Pary Applications 90
Manually Processed Third Party Applications 90
Manually Generating the Missing Party Notice 93
Processing Voter Notification Cards 96
Auditing Registration Activity 97
Running the Audit Activity Report 97
Running the Golden Voter RLB to NPP Report 98
Processing a Deceased Notice 99
Processing Opt Out Requests 102
Updating Voter Profiles 102
Scanning Paper Requests 103
Creating a List of Opt Out Voters 105
Running Opt Out Reports 106
Defined Signature Area in Forms/Returned Notices 107
Processing and Sending Unsent Notices 109
Managing Notices & Correspondence from the Dashboard 109
In the Voter Profile 110
Exporting Notices for Mail Vendors 111
Exporting Notices (CSV) 111
Email Notification 111
Notice CSV Export queue 112
Exporting Notices (PDF) 113
Exporting Address Labels (CSV) 115
Exporting Address Labels (PDF) 117
Printing Notices for In-House Mailings 118
Printing a Batch of Unsent Notices 118
Printing Individual Unsent Notices 119
Printing Address Labels (Avery) 119
Marking Notices as Sent 121
Marking a Batch of Notices as Sent 121
Email Notifications 122
Notice CSV Export Queue 124
Marking an Individual Notice as Sent 125
Deleting Unsent Notices 126
Recording a Correspondence Activity 128
Mail Correspondence 129

Email Correspondence 130
Phone Correspondence 131
In-Person Correspondence 131
Reporting 133
Running the Sent Notices Reports 133
Downloading the Sent Notices Report 134
Printing the Sent Notices Report 134
Processing Forms and Returned Notices 136
Scanning a Form or Returned Notice 136
Uploading a Form or Notice 138
Updating Correspondence Activity 138
Merging Duplicate Profiles 140
Merging Duplicates from the Task Queue 140
Merging Specific Profiles 142
Setting Up Polling Places 144
Creating Polling Places 144
Printing a Polling Place Listing 145
Assigning Polling Places to Elections 146
Copying Polling Place Selections 147
Entering Incumbents 148
Setting Up an Election - State 150
Reviewing Districts 150
Creating the Election 151
Confirming Offices 151
Setting up a Ballot - State 155
Adding Statewide Contests 155
Adding Candidates 156
Setting Candidate Order 157
Adding Statewide Ballot Questions 157
Running Candidate Proofing Reports 159
Appendix: Office Sequence Numbers 159
Setting Up an Election - County 161
Selecting the Election 161
Confirming Offices 161
Setting up a Ballot - County 164
Adding Contests 164
Using Schedule Contests 164
Adding Contests Individually 165
Adding Candidates 166
Setting Candidate Order 168
Adding County Ballot Questions 168
Generating Ballot Styles 169

Running Ballot Pre-Proofing Reports 171
Comparing Reports and Making Corrections 173
Appendix: Office Sequence Numbers 173
Verifying Districts and Precinct Assignments 175
Managing Offices 177
Appendix: Office Sequence Numbers 178
Generating the Election Package 181
Exporting the Vendor Tabulation File 181
Preparing the Election Package 182
Sending Election Package to Tabulation Vendor 182
Ballot Proofing - Dominion 183
Running Ballot Proofing Reports 183
Comparing Reports and Making Corrections 183
Updating and Resubmitting the Election Package 184
Creating and Proofing Ballot Images 184
Submitting Project Package Authorization 184
Preparing the Final Election Project Package 184
Locking the Ballot Setup 185
Providing Ballot Images and Test Decks to the Print Vendor 185
Submitting Print Vendor Authorization 185
Ballot Proofing -ES&S 186
Running Ballot Proofing Reports 186
Comparing and Making Corrections 186
Proofing Election Data On Tabulators 187
Proofing Ballot Images 188
Updating and Resubmitting the Election Package 188
Submitting Project Package Authorization 188
Locking the Ballot Setup 188
Providing Ballot Images and Test Decks to the Print Vendor 189
Submitting Print Vendor Authorization/Approval 189
Outbound Ballot Processing 190
Preparing the Sample Ballot Mailing List 190
Preparing Outbound Ballots 192
Reports 196
Quick Search 196
Advanced Search 197
Defining Your Search Parameters 197
Exporting Search Results 199
Saving Advanced Search 201
Schedule a Saved Search to Run Automatically 202
Search by Voting History 203
Creating Notices from Advanced Search Results 206

Search Tips 207
Wildcard Help 207
Searching by Name 208
Searching by Date Range 208
Searching by Address 208
Advanced Search Log 209
Ballot Search 210
Registrant Records Views 210
Reports Canned Reports 210
Canned Report Definitions 211
Districts and Precincts 212
Election Management 212
Voter Registration 213
Audit Export CSV 214
Report Builder – Creating a Report 215
Share, Edit, Delete and Schedule Created Reports 219
Electronic Register Testing / Poll Pad Certification in ePulse 224
Generating and Uploading ePulse Files 229
Generating ePulse Files in TotalVote 230
Building an Election in ePulse 230
Creating the Election 230
Uploading the Voter File 230
Uploading the Polling Places File 231
Importing Street Rules 234
Regenerating the Poll Pad Database 236
Uploading the Signature Files 237
Connecting TotalVote and ePulse 239
Dominion-Specific Processes 242
Importing Ballot Styles 242
Configuring Vote Card Encoders 243
Poll Pad Election Testing in ePulse 244

VOTER REGISTRATION & ELECTION MANAGEMENT SYSTEM (VREMS)

Voter Registration and Election Management System (VREMS) as mandated by Nevada Assembly Bill 422 from the 2021 legislative session, is comprised of software systems including TotalVote, TotalAddress, ePulse, and Poll Pad, and aims to streamline and enhance security of the administration of elections in the State of Nevada. Some of its core functionalities include voter registration management, address validation, real-time election monitoring, and efficient voter check-in processes. Per Nevada Assembly Bill 422, this system is required to ensure the accuracy, integrity, and efficiency of the entire electoral process, from voter registration through to the final tabulation and reporting of election results.

The system also standardizes processes and responsibilities for election officials in charge of managing these platforms. These officials must ensure that the voter data is current and accurate, electoral rolls are well-maintained, and precincts are correctly assigned. They must also oversee real-time monitoring on election day, manage resources effectively, and promptly address any reported issues to uphold election integrity. Furthermore, they are responsible for ensuring smooth check-in procedures and keeping all involved parties informed with up-to-date information, enhancing voter trust and transparency in the electoral process.

By incorporating the following software solutions, the State of Nevada will be able to manage elections more efficiently, securely, and accurately, ensuring a smooth electoral process and maintaining voter trust and transparency.

TotalVote

TotalVote is an integrated election management system designed to streamline various components of the election process. Functions include:

Voter Registration Management

- Facilitates the registration of new voters and updates existing records.
- Supports online voter registration (OVR) and integrates with DMV systems for automatic updates.
- Ensures accuracy and compliance with state laws and federal regulations like the Help America Vote Act (HAVA).

Voter Roll Maintenance

- Automated tools to detect duplicate records.
- Regular updates to keep voter roll current and accurate, using data from a variety of sources.

Election Cycle Management

- Schedule and manage all phases of the election cycle, including primaries, general elections, and special elections.
- Enables election officials to manage the variety of ballot styles and districts needed.

Absentee and Mail Ballot Processing

- Tracks absentee ballot requests, processing, and returns.
- Ensures that all mail ballots are accounted for and processed securely.

Reporting and Analytics

- Provides comprehensive reporting capabilities for election results and voter statistics.
- Data visualization tools for better insights and decision-making.

TotalAddress

TotalAddress is a geospatial address management system aimed at ensuring the integrity and accuracy of address data within the election process:

Address Standardization and Validation

- Ensures all addresses are correctly formatted and standardized according to USPS guidelines.
- Validates the accuracy of addresses to support fair redistricting and precinct assignments.

Geocoding

- Assigns precise geographical coordinates to each address, aiding in the accurate mapping of districts and precincts.
- Crucial for ensuring voters are correctly assigned to their respective polling locations.

Redistricting Support

- Helps in planning and managing changes in district boundaries to reflect population shifts accurately.
- Provides visual tools to see the impact of redistricting efforts on various demographics.

Data Integration

- Integrates voter registration and election management systems like TotalVote, enhancing overall data consistency.

ePulse

ePulse is an election management platform focusing on real-time monitoring and control of election day activities:

Election Day Monitoring

- Provides live updates on voting activities across polling stations.
- Tracks voter turnout, machine status, and any irregularities as they occur in real-time.

Incident Management

- A centralized system to report, track, and resolve any issues or incidents on election day quickly.
- Ensures election integrity by allowing election officials to address issues immediately.

Resource Management

- Manages allocation of election resources, like voting machines and personnel, ensuring they're deployed efficiently.
- Ensures that high-volume polling stations are adequately staffed and equipped.

Communication Hub

- A platform to ensure all election workers and officials are consistently updated with critical information.
- Facilitates swift decision-making and operational adjustments as needed

Poll Pad

Poll Pad is an electronic poll book system designed to support the check-in process at voting locations:

Voter Check-In

- Simplifies and accelerates the voter check-in process by allowing poll workers to verify voter information digitally.
- Reduces errors

Real-Time Synchronicity

- Updates across all connected Poll Pads instantaneously, preventing multiple vote attempts if a voter has already checked in elsewhere.
- Enhances the accuracy of voter turnout data.

Voter Assistance

- Provides easy access to voter information, enabling poll workers to assist voters more effectively and resolve registration issues on the spot.

Accessibility

- Software designed to be user-friendly for both poll workers and voters, including those with disabilities.
- Supports multiple languages and has interface customization options to meet local requirements.

Project Overview

The implementation of the Voter Registration and Election Management System (VREMS) is structured into three distinct phases:

Phase One

Commencing in October 2023 and concluding in August 2024, this phase marked the go-live of the TotalVote system. It enabled the following administrative tasks:

- Voter Registration
- Maintenance of Voter Registration Lists
- Sending Notices
- Election Creation
- Ballot Management
- Polling Locations
- Poll Books

Phase Two

This phase is set to begin immediately after the completion of Phase One, with an anticipated conclusion in February 2025. Enhancements during this phase will focus on the following areas, among others:

- Automatic Voter Registration Improvements
- Reporting Enhancements
- Poll Pad enhancements
- Additional enhancements identified during Phase One

Phase Three

Following the completion of Phase Two, this phase is tentatively scheduled to be completed by June 2025. Key components of Phase Three will include:

- Integration with Clark County
- Election Worker Management System
- Election Night Results Management
- Petitions Management
- Campaign Finance Oversight

User Support and Resources

The VREMS project team is dedicated to providing comprehensive training and user support. We offer clear, easy-to-understand user guides and step-by-step instructions to facilitate the effective management of each system. Given the rapid pace of changes and enhancements, these guides and instructions are regularly updated to align with the current system configurations.

The user guides included in this manual provide a high-level overview of some systems, processes, and tasks available as of September 6, 2024.

For access to the latest user guides and instructions, please contact the VREMS Project Managers, training team, or for technical support contact the VREMS Help Desk at:

VREMS Help Desk:
Monday – Friday
8:00am – 5:00pm
Phone: 775-684-5801
Email: vremssupport@sos.nv.gov

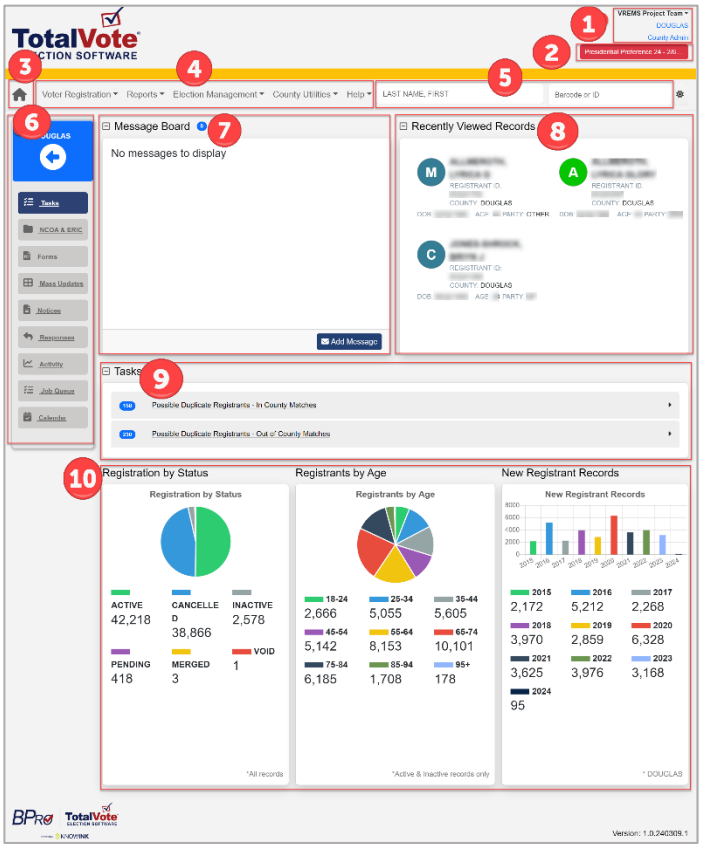
VREMS User Guides

- Getting Started with TotalVote
- County Daily and Monthly Task Overview
- Setting Up Notices
- Code Hook Reference
- Setting Up County Information
- Processing Third Party Applications
- Processing a Deceased Notice
- Processing Opt Out Requests
- Defining the Signature Area in Forms and Returned Notices
- Processing and Sending Unsent Notices
- Processing Forms and Returned Notices
- Merging Duplicate Profiles
- Setting Up Polling Places
- Entering Incumbents
- Setting Up an Election – State
- Setting Up an Election – County
- Verifying Districts and Precinct Assignments
- Managing Offices
- Generating the Election Package
- Ballot Proofing – Dominion
- Ballot Proofing – ES&S
- Outbound Ballot Processing
- Reports
- Generating ePulse Files in TotalVote

Getting Started with TotalVote

TotalVote, TotalAddress, ePulse, and Poll Pads comprise a suite of voter registration and election management tools implemented by the Nevada Secretary of State under the authority of Assembly Bill 422. This document is an introduction to TotalVote.

The Dashboard



1. The TotalVote landing page is a Dashboard with informational elements and access to system navigation, tasks, and job queues for day-to-day voter database maintenance and administration. **User Account Information**
   Username, jurisdiction, role, and access to user preferences.
2. **Current election**
   Election that user actions impact.
3. ⌂ **Home icon**
   Opens the Dashboard from anywhere in the system.
4. **Navigation Bar**
   Five drop-down menus, each with an alphabetized list of options.
5. **Quick Search**
   Simple voter search available at the top of any screen in TotalVote.
6. **Sidebar**
   Links to commonly used system functions.
7. **Message Board**
   Notifications from county and state administrators.
8. **Recently Viewed Records**
   Last six voter profiles viewed with registration status.
9. **Tasks**
   Items for user review or action.
10. **Voter Registration Statistics**
    Chart view of voter metrics.

User Account Information

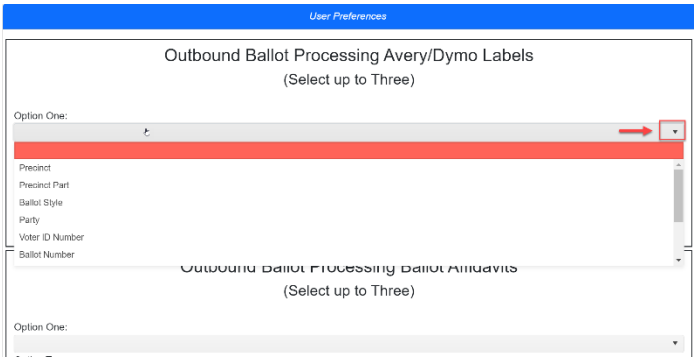
Username and administrative role are displayed in the upper right corner of the TotalVote Dashboard.



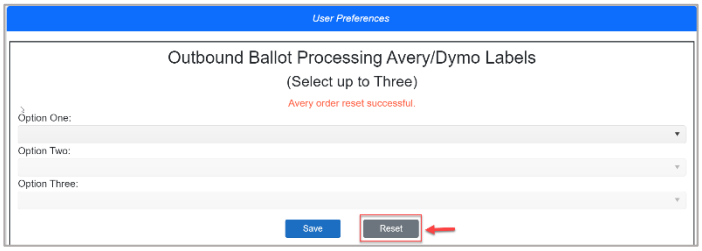
Click **Preferences** to set the sort order for Outbound Ballot Processing:

- Avery/Dymo Label type
- Affidavit order
- CSV export order

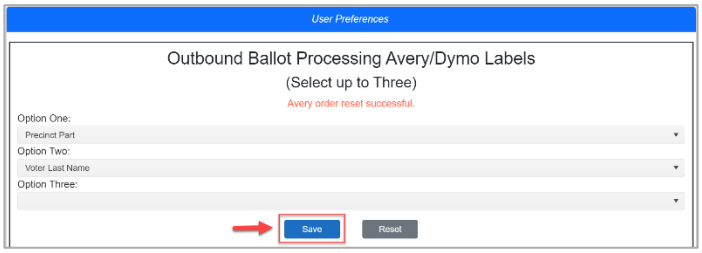
Select the preferred sort order for each of the three options, clicking **[Save]** after each selection.



To select a different sort order after a Preference has been set, click **[Reset]**.



Select the preferred sort order and **[Save]**.



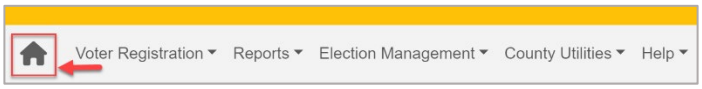
Current Election

The red Election button under user account information displays the current election and provides quick access to the full list of elections.



Home Icon

Far left of the Navigation Bar. Clicking the Home icon displays the TotalVote Dashboard (home page).



Navigation Bar

Top of every screen. Four dropdown menus giving access to TotalVote functions available to your user role and permissions:

- Voter Registration
- Reports
- Election Management
- County Utilities

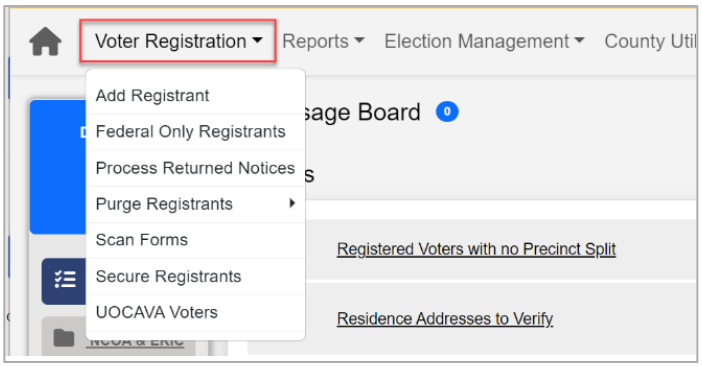
Menu items under each dropdown list are organized alphabetically.



Voter Registration menu

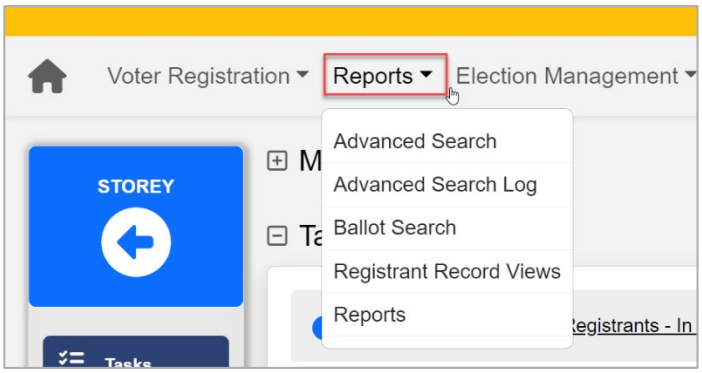
- Add Registrant
  Pre-Add Search and [Add New]
- **Federal Only Registrants**
  List of voters with Federal Only flag toggled On; Precinct 999.
- **Process Returned Notices**
  Digitize; attach to voter profiles
- **Purge Registrants** 4
  Update registrant status to Cancelled for Failed ID check, Inactive, or Invalid Address
- **Scan Forms**
  Digitize Registration applications and correspondence
- **Secure Registrants**
  List Court Ordered and Standard Secure voters of any status

UOCAVA Voters
List UOCAVA voters of any status



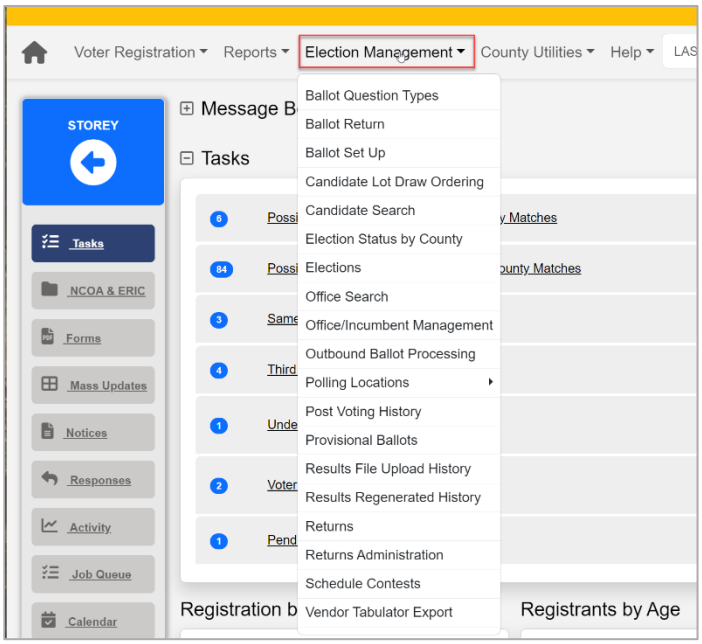
Reports Menu

- **Advanced Search**
  Search by Voter, address, Precinct, voting history
- **Advanced Search Log**
  View any user's search results
- **Ballot Search**
  Ballot-specific search criteria
- **Registrant Record Views**
  Audit of voter record access
- **Reports**
  Canned reports and Report Builder



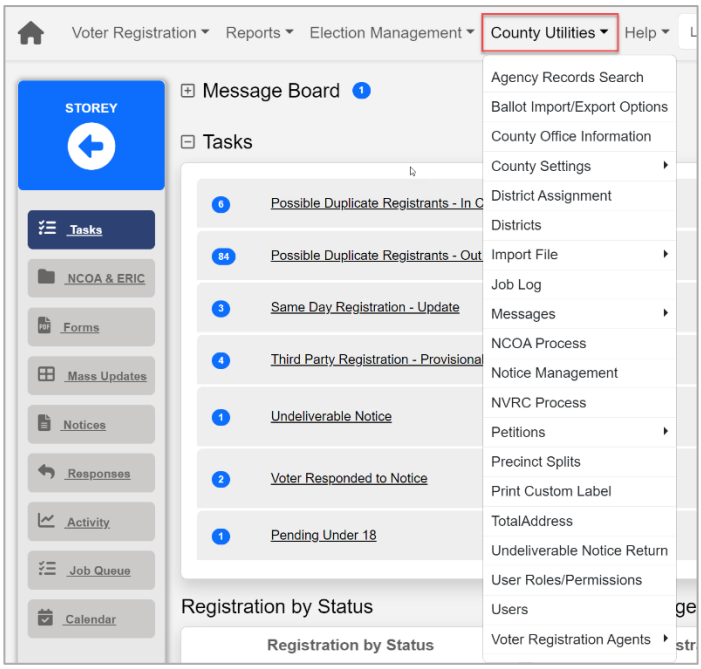
Election Management Menu

- Ballot Question Types
- Ballot Return
- Ballot Set Up
- Candidate Lot Draw Ordering
- Candidate Search
- Election Status by County
- Elections
- Office Search
- Office/Incumbent Management
- Outbound Ballot Processing
- Polling Locations 4
- Post Voting History
- Provisional Ballots
- Results File Upload History
- Results Regenerated History
- Returns
- Returns Administration
- Schedule Contests
- Vendor Tabulator Export



County Utilities Menu

- Agency Records Search
- Ballot Import/Export Options
- County Office Information
- County Settings 4
- District Assignments
- Districts
- Import File 4
- Job Log
- Messages 4
- NCOA Process
- Notice Management
- NVRC Process
- Petitions 4
- Precinct Splits
- Print Custom Label
- TotalAddress
- Undeliverable Notice Return
- User Roles/Permissions
- Users
- Voter Registration Agents4
  Agents, Forms, Organizations



Quick Search

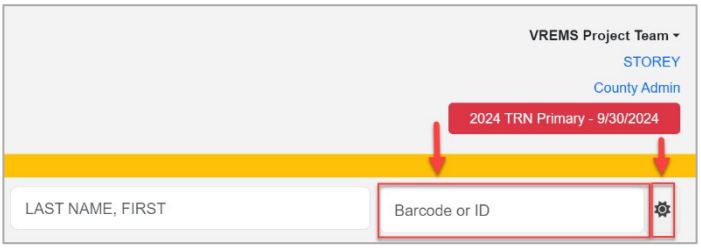
Note: LAST NAME, FIRST field searches **the county** for matching records while **Barcode or ID** field searches **state-wide**.

Enter the first few letters of a **name** (last or first) or enter a **birthdate** in MM/DD/YYYY format in the **LAST NAME, FIRST** field to see a list of potential matches in the county.



Enter a voter's Registrant **ID** number or **ballot number** in the **Barcode or ID** field to search state-wide.

Click the sunshine icon ☀ to toggle between light and dark display modes.

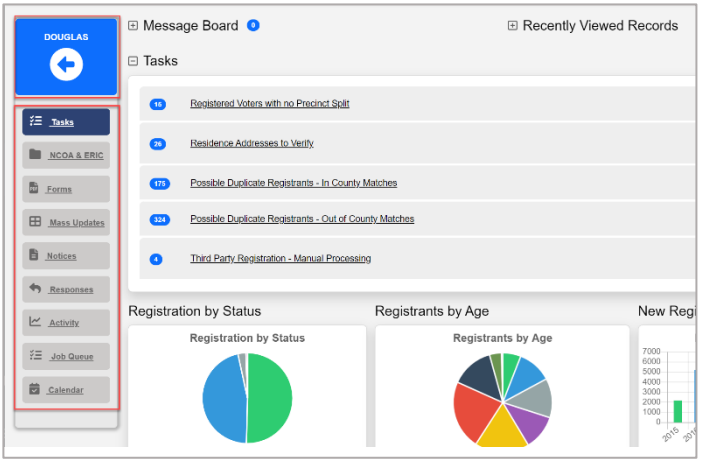


Sidebar

Some Sidebar items may not be displayed depending on the user's profile and permissions.

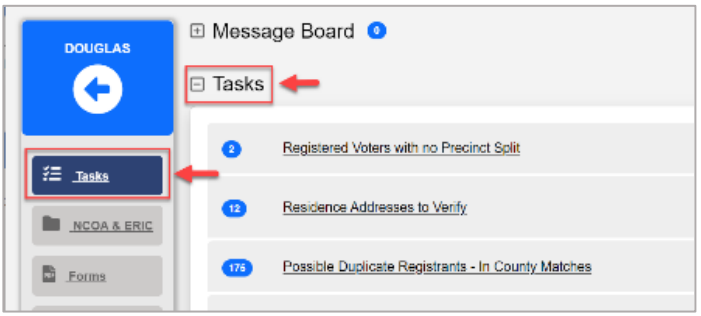
- Tasks
- NCOA & ERIC
- Forms
- Mass Updates
- Notices
- Responses
- Activity (not implemented)
- Job Queue
- Calendar

To minimize the Sidebar, click the left arrow below the county name.



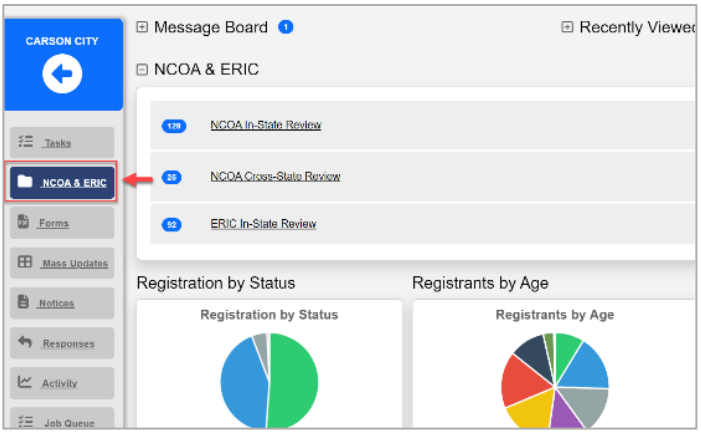
Tasks

See list in Tasks.



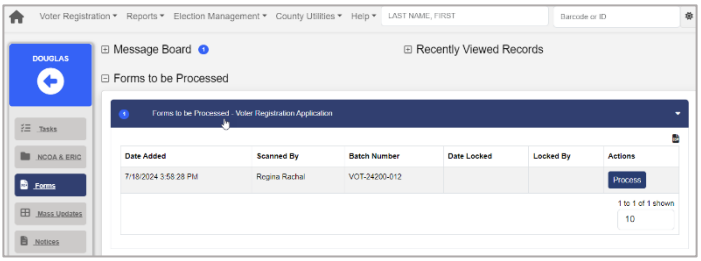
NCOA & ERIC

In-state and cross-state NCOA change of address matches, deceased records from the Social Security Administration death index, and matches to voters from other state DMV and voter registration records via ERIC.



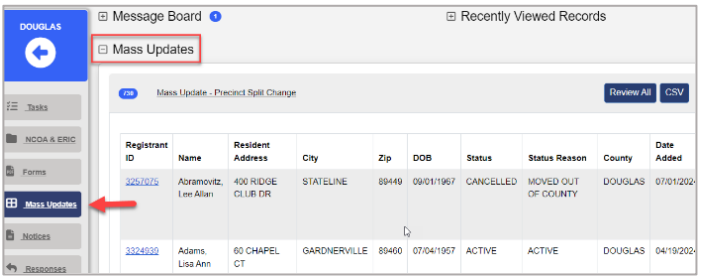
Forms

Voter Registration forms scanned and batched for processing using Voter Registration > Scan Forms.



Mass Updates

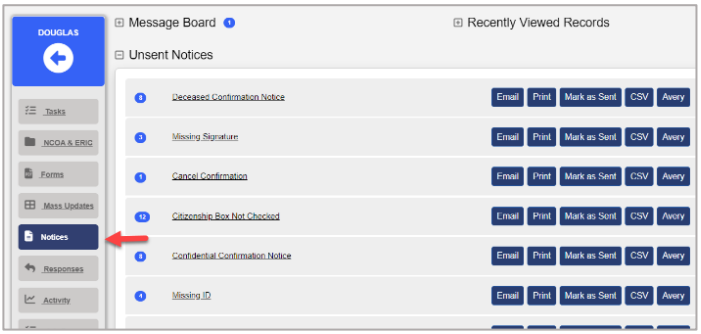
Used to process large groups of voter records.



Notices

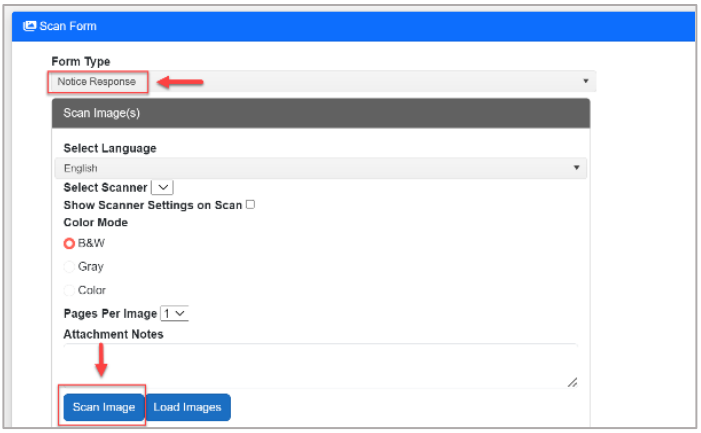
Unsent Notices

List maintenance and ballot processing tasks trigger processes that create Tasks in the Task queue. See Appendix: Notices.



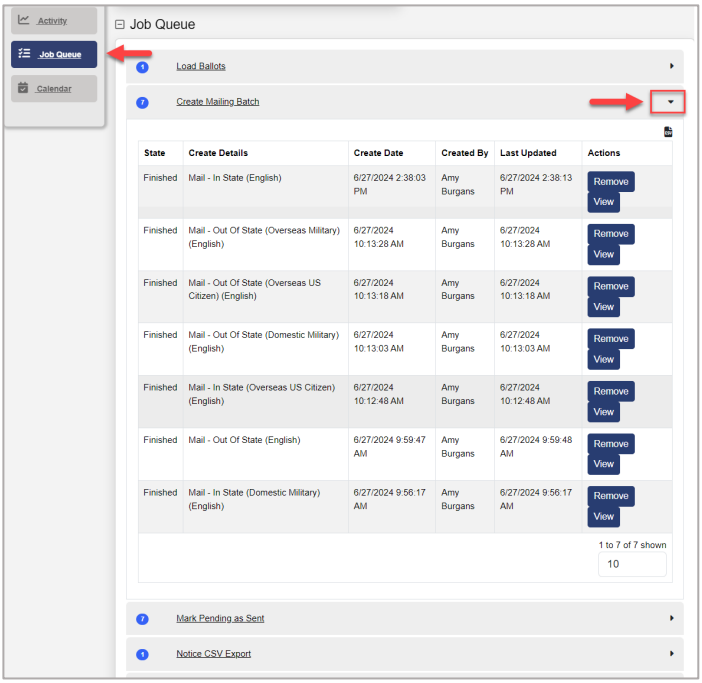
Responses

Notices returned by voters that have been scanned into TotalVote using **Voter Registration** > **Scan Forms** appear in the **Responses** queue for review and processing.



Job Queue

- A “container” that holds background processes for large reports and resource-intensive system functions. Jobs are grouped by type:
- Load Ballots
- Create Mailing Batch
- Mark Pending as Sent
- Notice CSV Export
- Report Builder Report
- Create Labels
- Generate ePulse Files
- Generate ePulse Signature File
- Run large reports



Job Queue

- **State**: Status of each job
- **Last Updated:** The time a job was last updated.
- **Actions:** Option to View, Download, Remove, Delete, depending on job.

When the job is complete, access the results in the Job Queue:

- [View] - reports
- [Download] – file exports
- [Remove] – canceled voters
- [Delete] –after downloading

Click to expand a Queue. Displays scheduled reports or jobs and resulting download when available.

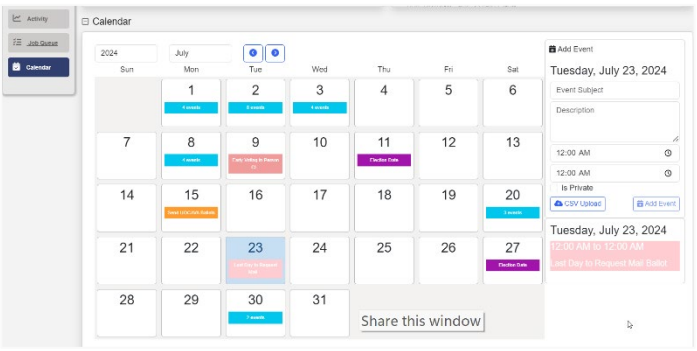
Job Queue States	
Enqueued	Pending
Processing	Currently running
Finished	Successfully completed
Duplicate	A job with the same parameters is currently running. A user launched the same process more than once (e.g., clicking twice on [Generate ePulse Files]). Duplicate jobs are skipped in the queue.
Error	Did not complete successfully. Go to County Utilities > Job Log for error reason.

When a job in the queue is complete, TotalVote sends an email notification to the user that launched the process. **NOTE:** Users see only their own reports or exports.



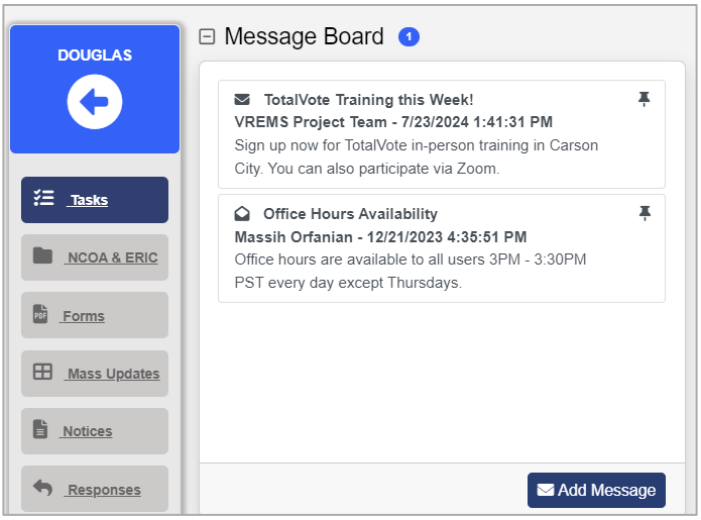
Calendar

Voter registration and election-related dates added by state and county admins.



Message Board

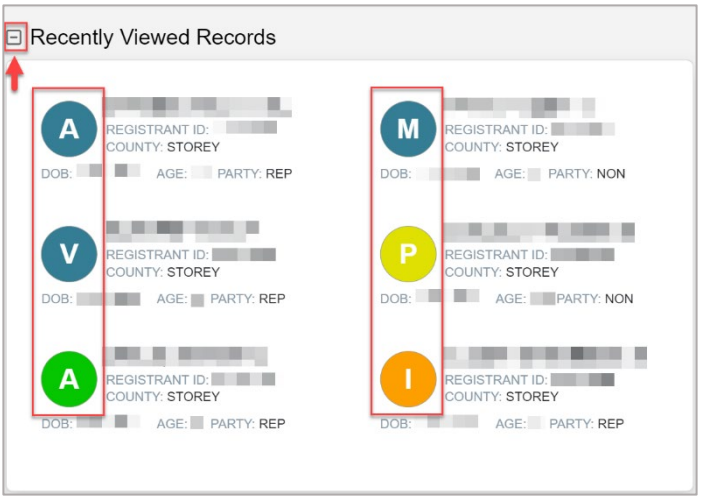
Messages posted by county administrators are visible to all users within that same county.
Messages posted by state administrators are visible to all state and county users.



Recently Viewed Records

The six most recently viewed records and their registration status.

Status	Explanation
A Active	Meets all requirements
A Active-Pending	Registration pending. Eligible to vote with ID and/or proof of residence.
C Cancelled / Challenged	▸ Not qualified ▸ Voter request ▸ Deceased ▸ Challenged by another voter in the precinct.
M Merged	Record cancelled by merge with duplicate
V Void	▸ Not qualified ▸ Data entry error ▸ Returned mail ▸ No response to letter
P Pending	▸ Incomplete application ▸ Under review ▸ Under 18 (P17)
I Inactive	▸ 33-day process ▸ Failure to Vote ▸ Undeliverable

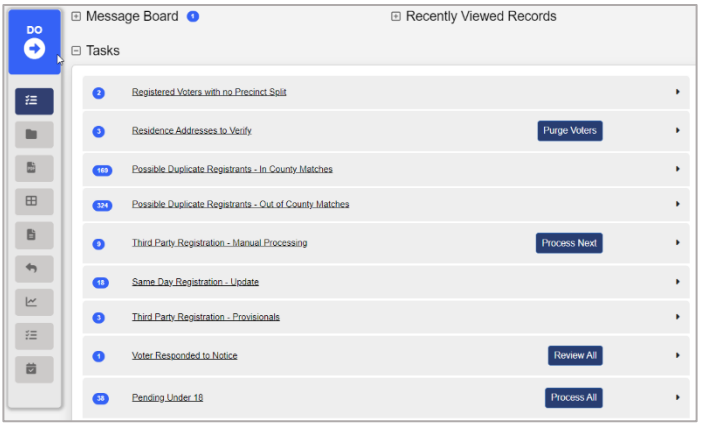


Tasks

Daily/Routine tasks generated by one of four trigger types:

- TotalVote background processes, e.g., duplicate identification, age change
- Poll Pad registrations during an election
- Automated data feeds from DMV, NOVA, NCOA, ERIC, etc.
- Voter Registration actions

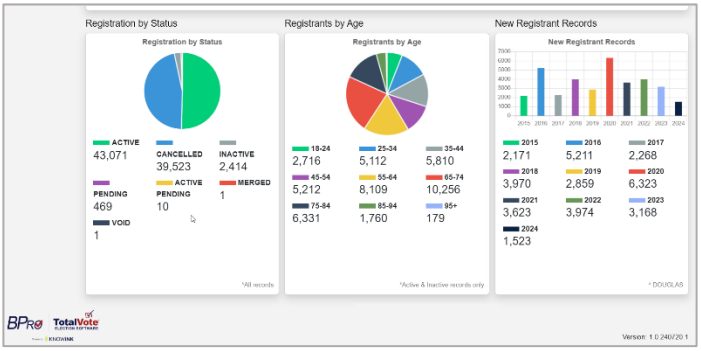
See Appendix: Tasks.



Voter Registration Stats

Visual representations of the county's voter registration statistics.

- Registrations by Status
- Registrants by Age
- New Registrants by Year

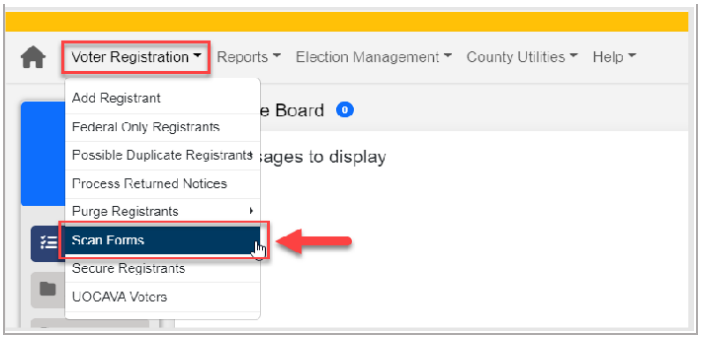


Processing Voter Signature Cards

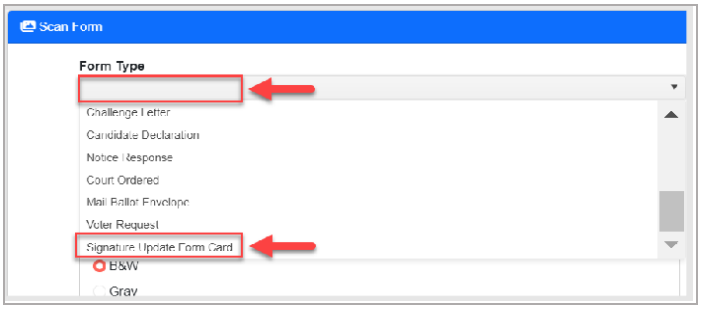
As part of the TotalVote rollout, the Secretary of State had new Voter Signature Cards sent to every registered voter in the state. This document covers the steps necessary to process those cards, making the signatures available in TotalVote for ballot signature verification.

Scanning Cards

From the Navigation Bar, select **Voter Registration** > **Scan Forms**.



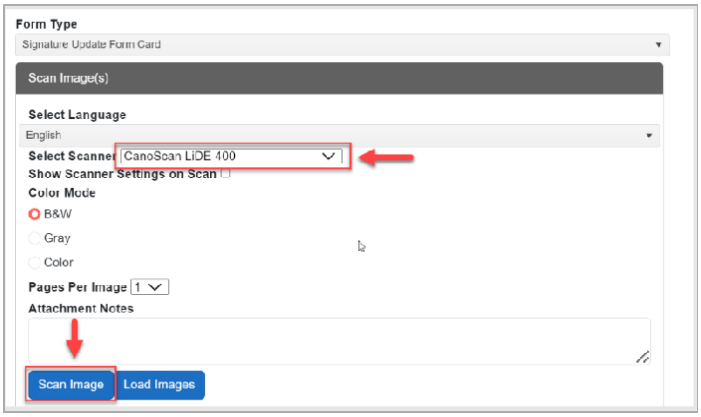
Click into the **Form Type** field and scroll to the bottom of the list to select **Signature Update Form Card**.



If a scanner has already been set up in TotalVote, the scanner will be listed in Select Scanner.

If the scanner has not been set up in TotalVote, contact the VREMS Help Desk for assistance.

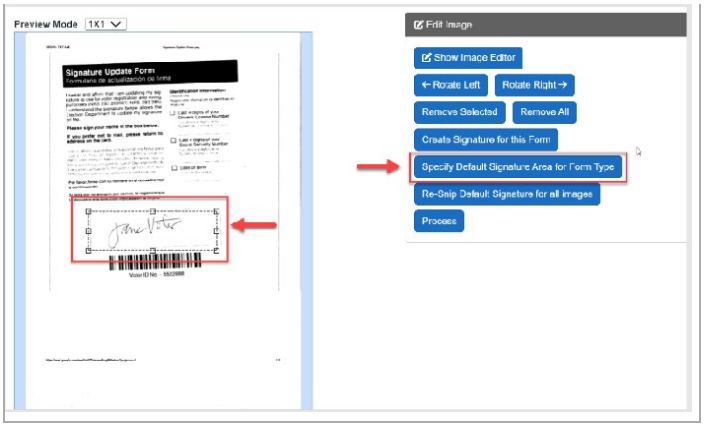
With the scanner selected, click **[Scan Image]**.



If this is the first scan of that Form Type, drag a rectangle around the signature area.

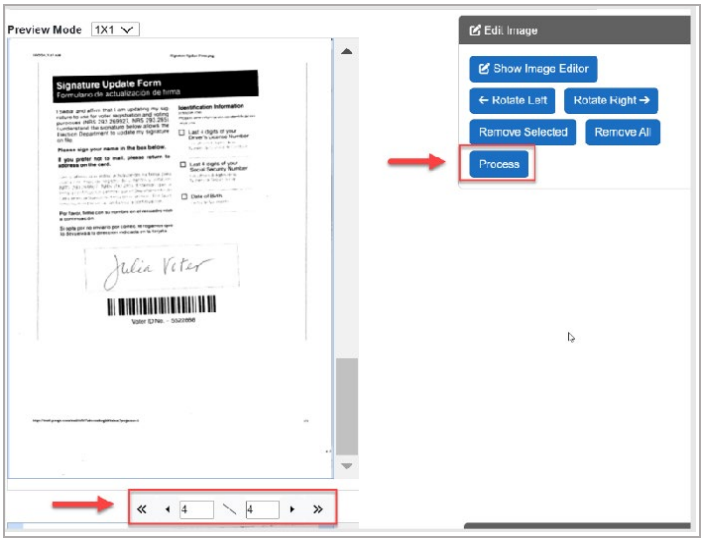
Additional options appear under **Edit Image** if a signature area has been selected.

Click **[Specify Default Signature Area for Form Type]**.



Click **[Scan Image]** to keep scanning until you've completed the batch. The counter increments with each scan.

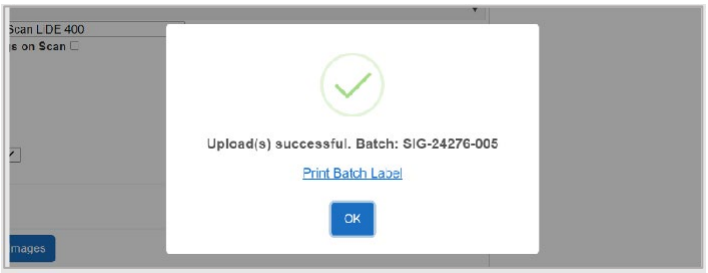
Click **[Process]** to create a batch.



The system displays **Upload(s) successful** and provides a Batch number.

To print a label for the batch, click Print Batch Label and follow the prompts to print a label.

Click **[OK]**.

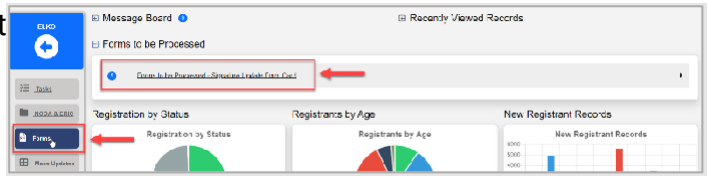


Attaching Scanned Cards to Voter Profiles

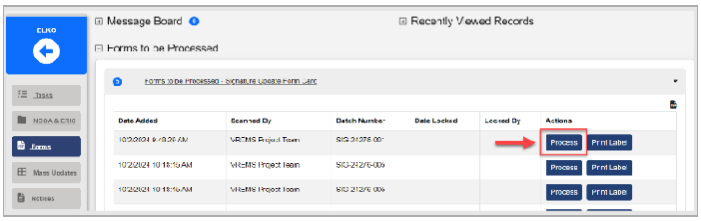
Cards scanned through Scan Forms land in the Forms queue for processing.

From the TotalVote Dashboard, select **Forms** on the left task bar.

Select the **Forms to be Processed – Signature Update Form Card** queue.

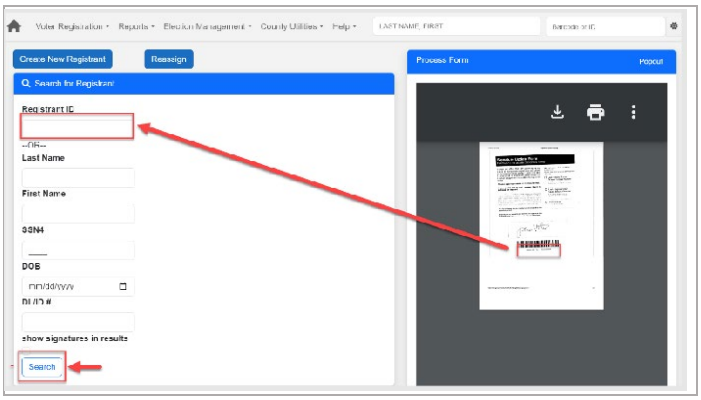


Each scanned card is an item in the queue. Select one and click **[Process]**.



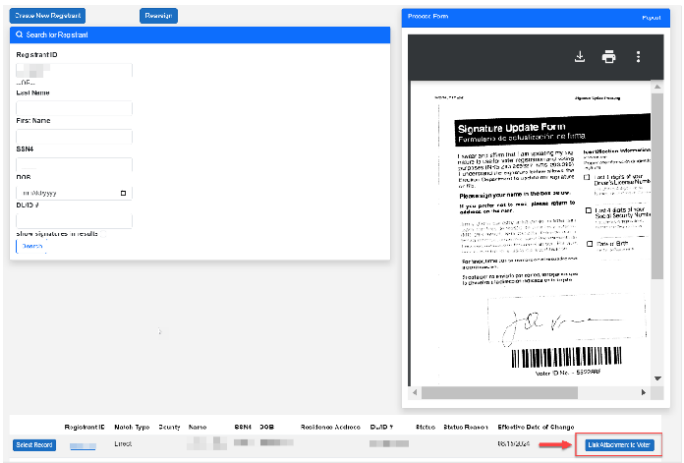
An image of the form is displayed.

Enter the **Voter ID No.** from the form into the **Registrant ID** search field and click **[Search]**.



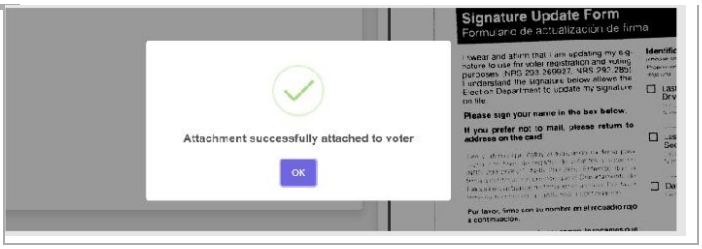
The matching profile is displayed at the bottom of the screen.

Confirm basic details and click **[Link Attachment to Voter]**.



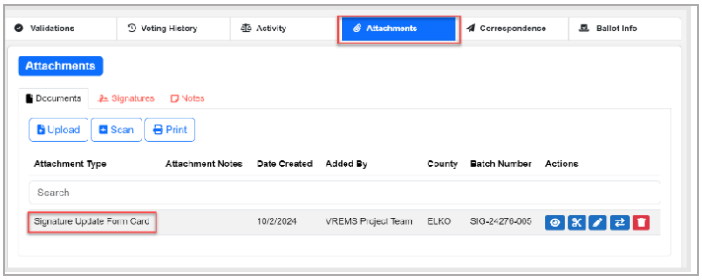
TotalVote displays **Attachment successfully attached to voter**.

Click **[OK]**.



The voter's profile is displayed.

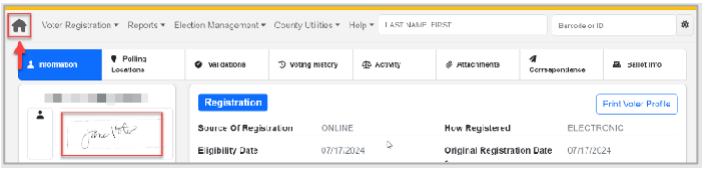
Note that the Signature Update Form Card can now be viewed in the profile on the **Attachments** tab.



Note that the newly scanned signature is displayed as the default.

Click the **Home** icon to return to the TotalVote Dashboard.

Select the **Forms** queue to continue processing Signature Cards.



Appendix: Notices

- Deceased Confirmation Notice
- Moved out of Jurisdiction
- AVR - Missing Signature
- Missing Signature
- Cancel Confirmation
- Citizenship Box Marked No
- Citizenship Box Not Checked
- Felony Notice
- Confidential Confirmation Notice
- Voter ID Cards
- Homeless
- Confirmation Notice
- Missing ID
- Missing Party
- Special Status Notice
- P17 Notice
- Special Status Notice
- Residence Invalid
- Voter Notification Card
- State MB Signature Challenge
- Nevada Mail Ballot Missing ID Affidavit
- Nevada Mail Ballot Signature Cure Affidavit
- Nevada Voter Signature Cure Instructions
- Nevada UOCAVA Missing Unsigned Declaration
- Multiple Incomplete Notice
- Address Confirmation
- Secured Voter Confirmation Notice

Appendix: Tasks

- Deceased
- Failure to Timely Respond to Notice
- Pending Under 18 (P17 status registrants)
- Possible Duplicate Registrants – In County Matches
- Possible Duplicate Registrants - Out of County Matches
- Registered Voters with no Precinct Split
- Residence Addresses to Verify
- Third Party Registration – Manual Processing
  (DMV, NOVA and other agency registrations)
- SDRU Initial
- Same Day Registration – Update
  (Poll Pad SDRU registrations)
- Third Party Registration – Provisionals
  (Poll Pad SDR Provisional)
- Voter Responded to Notice

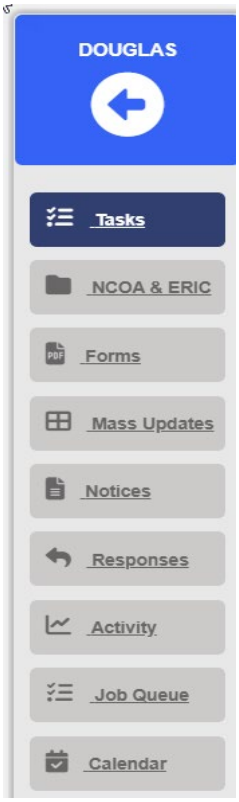
County Daily and Monthly Task Overview

This document lists the most common tasks that counties will handle through TotalVote and identifies the TotalVote menu/function used to complete those tasks. Links to helpful documents available in the NevadaVote KB are included.

Daily/Frequent Tasks

NevVoter.nv.gov Data/HAVA Services

- Update voter profiles in TotalVote using information from NevVoter reports:
- DMV Unmatched Report
- Duplicate Report
- Ineligible Voters Report
- Validation Errors Report
- Vital Statistics Report -Deceased (see Processing Deceased Notices)
- NOVA Cancellation Requests



Tasks

- Third Party Registrations (NOVA/AVR/DMV) (Processing AVR and NOVA Registrations)
- Possible Duplicates
- Voter Responded to Notice

NCOA/ERIC

- NCOA In-State Review
- NCOA Cross-State Review
- ERIC In-State Review
- ERIC Cross-State Review

Forms

- Voter Registration > Scan Forms
  - Federal Post Card Application
  - Voter Registration Application
  - Opt Out Mail Ballot
  - Address Verification / NCOA Address Verification Notice
- Forms > Forms to be Processed (from Scanned Forms)
- Voter Registration > Process Returned Notices (see Processing Returned Notices)
  - Undeliverable
  - Voter Responded

Notices see Processing and Sending Unsent Notices

- Voter Notification
- Address Confirmation
- Missing VRA Notices (ID, DOB, Party, signature, etc.)
- P17 Notice
- Failure to Vote
- Special Status/Renewal Notice (UOCAVA)
- Confidential Confirmation (Managing Protected Voters)
- Moved Out of Jurisdiction

Job Queue

- Create Mailing batch
- Report Builder Reports

Monthly/Infrequent Tasks

TotalAddress Managing Addresses in TotalVote

- Adding/updating addresses
- Entering/updating commercial addresses

Reports

- Stats Report (IPSwitch)
- Opt-Out Mail Ballot Preferences
- Precinct Level Reporting
- Public Information Request

Voter Registration > Purge Registrants

- Failed ID Check
- Inactive
- Invalid Address

Database Checks (Database Development Pending)

- Felony
- Declared Incompetent

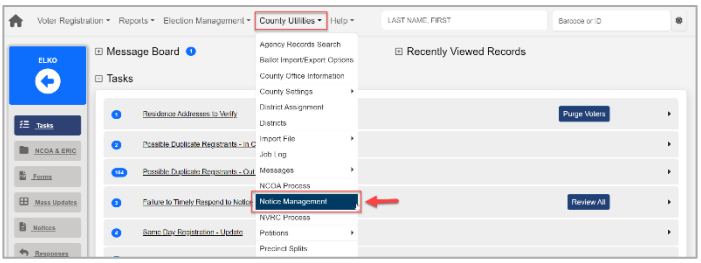
Setting Up Notices

This document describes how to set up Notices using existing templates.

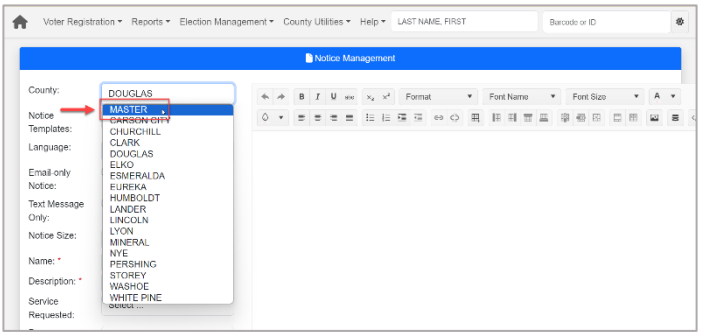
Note: The County Seal and Clerk Signature image files must be uploaded to image manager (see *Setting Up County Information*) to complete this process.

Creating County Templates from a State Master

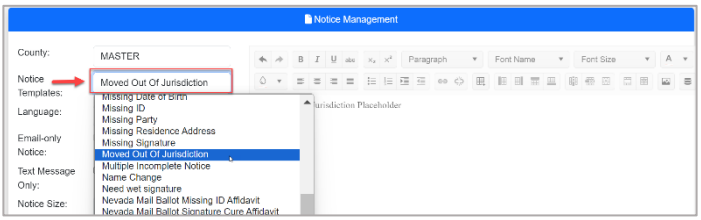
From the Navigation bar, select **County Utilities** > **Notice Management**.



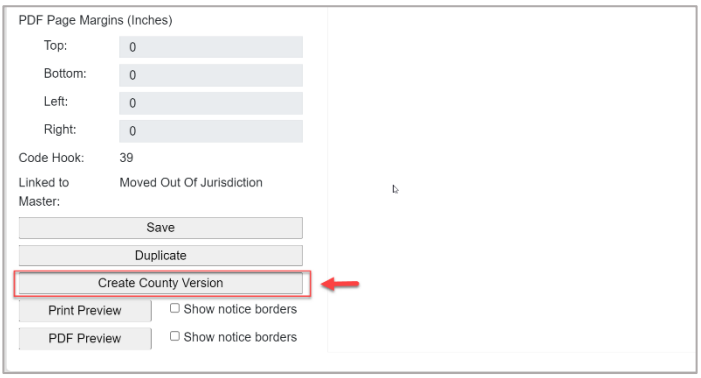
Click on the County name and scroll up to select MASTER.



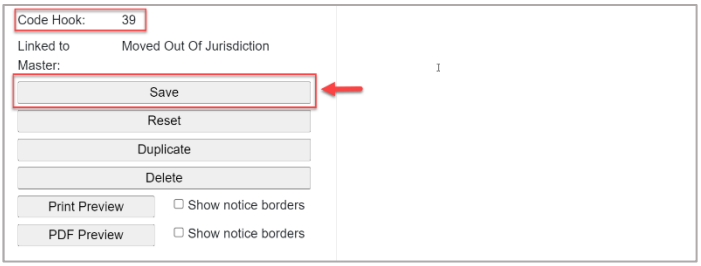
Click into the **Notice Templates:** field and select from the list of master templates.



Scroll to the bottom of the template setup screen and select **[Create County Version]**.

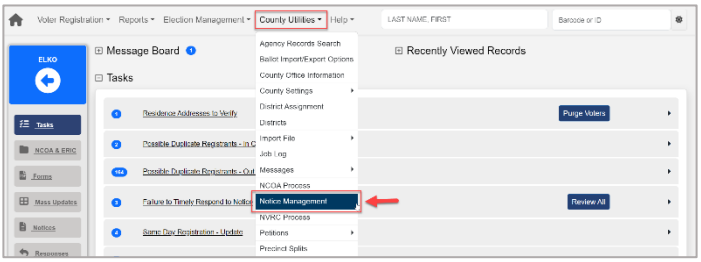


The **County:** field now displays the county name and **Notice Templates:** displays the template name.
Scroll to the bottom and **[Save]**.
Note: The **Code Hook** should be displayed. If no Code Hook is displayed, contact the VREMS Help Desk for assistance.

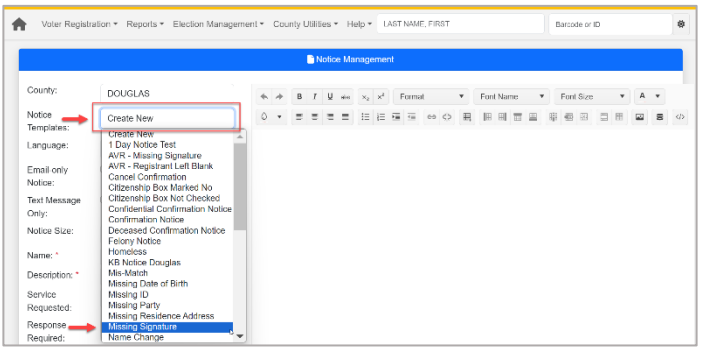


Modifying an Existing Template

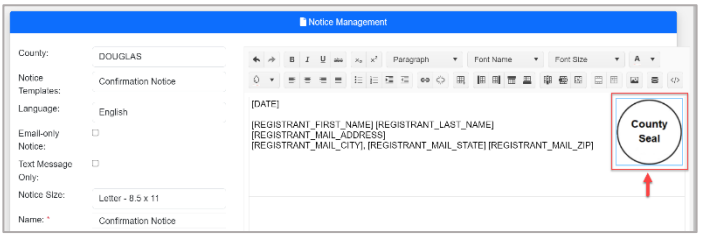
From the Navigation bar, select **County Utilities** > **Notice Management**.



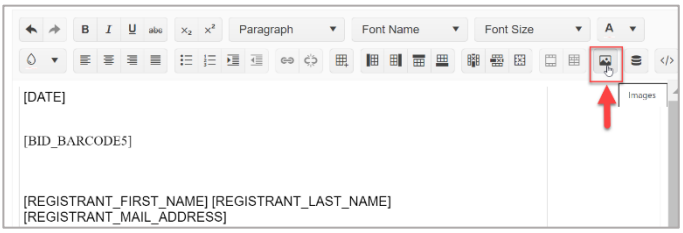
Click into the **Notice Templates** dropdown list and select one of the existing notices.



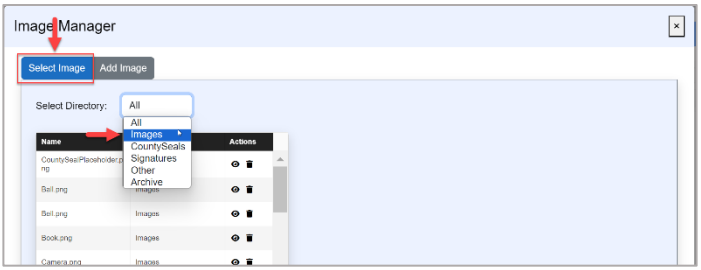
The **Notice** is displayed with several merge fields already set up.
Delete the placeholder County Seal.



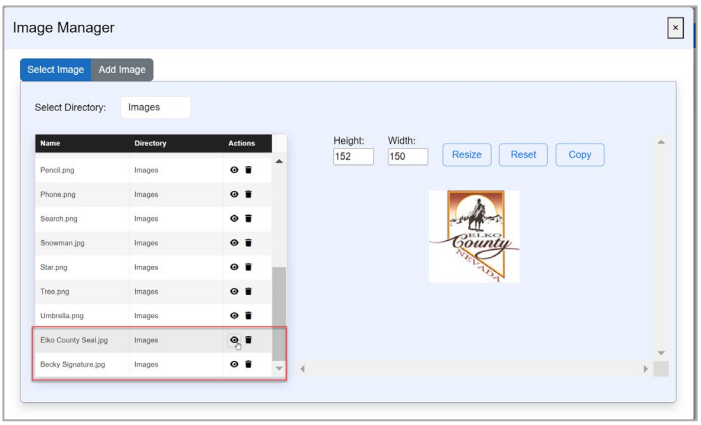
Place the cursor where the county seal belongs and click the **Images** icon.
Note that when you hover over the icon, the Images label is displayed.



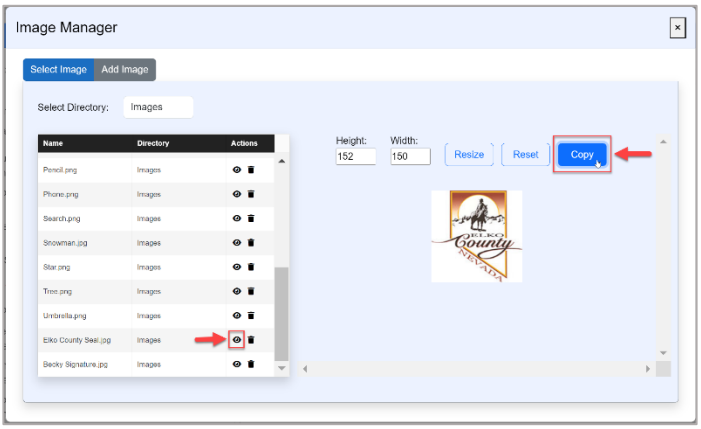
The Image Manager opens with the image focus on **[Select Image]**. Open the **Select Directory:** dropdown and choose **Images**.



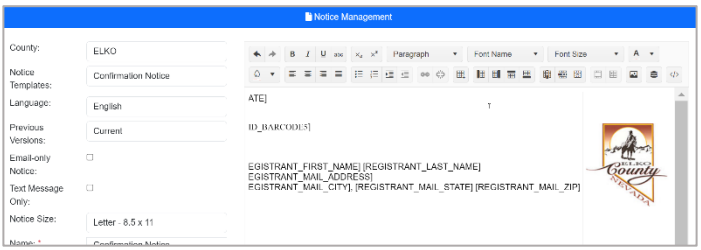
Scroll to the bottom of the list to find the images most recently uploaded.
Select the County Seal and click the 👁 eye icon to view it.



Click **[Copy]** to copy the image to the clipboard and then close the Image Manager by clicking ☒ in the upper right corner.



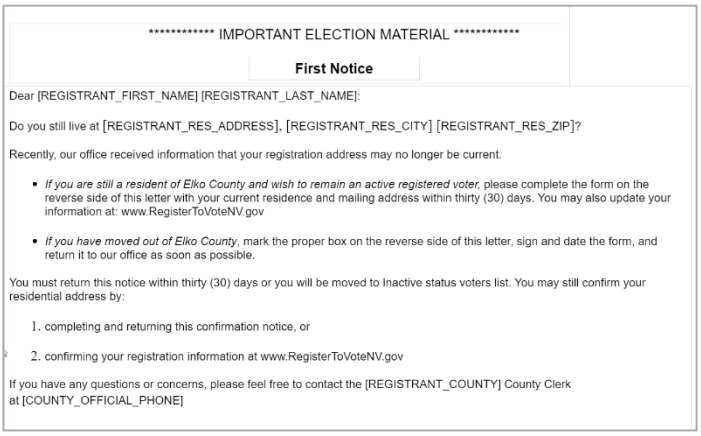
With your cursor in position in the notice template, use **[Ctrl]-[V]** to paste the image from the clipboard.



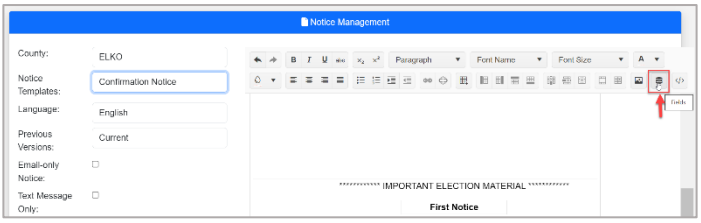
Scroll to the bottom and **[Save]**.
Note: Code Hook and **Linked to** information should be visible for templates that generate automatic notices. Contact the VREMS Help Desk if **Code Hook** and **Linked to** are blank for a Confirmation Notice.



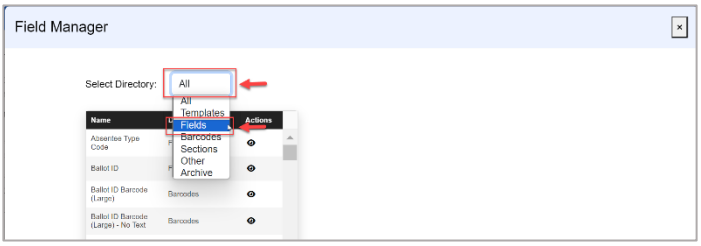
Open the notice again to make any formatting or text updates.
If you have access to existing notice text, copy and paste the text into the body of the Notice message.



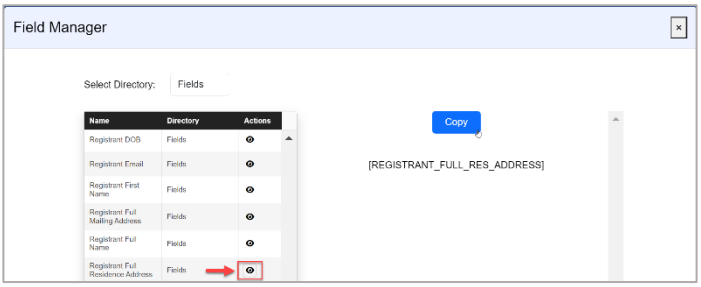
To add additional merge fields to the notice, select the Fields icon.



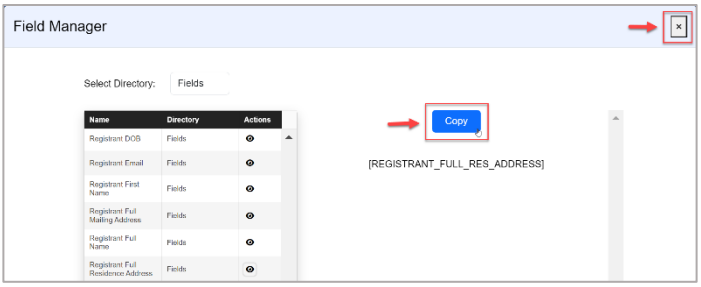
The Field Manager screen is displayed. Open the **Select Directory:** dropdown and select **Fields**.



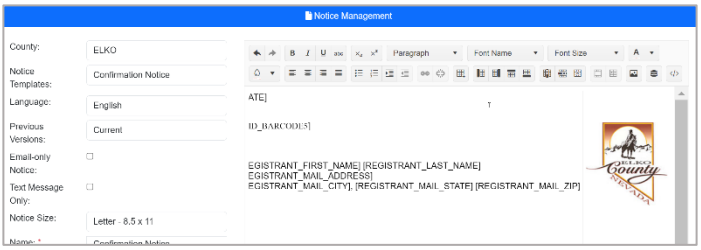
Scroll through the list and click the view icon to view the field.



Click **[Copy]** to copy the field to the clipboard.
Close the Image Manager by clicking ☒ in the upper right corner.



With your cursor in position in the notice document, use **[Ctrl]-[V]** to paste the field from the clipboard.



Scroll to the bottom and **[Save]**.
Note: Code Hook and **Linked to** information should be visible for templates that generate automatic notices. Contact the VREMS Help Desk if **Code Hook** and **Linked to** are blank.



Code Hook Reference

This document identifies the connection between specific Voter and Ballot Statuses, and the associated business rules-related code hooks that generate Notices.

Voter Status Triggers

Voter Status selections and Status Reasons trigger specific Notices based on the associated Code Hooks. Notices without Code Hooks can be sent manually.

Voter Status > Status Reason	Master Notice Template	Code Hook
Add Registrant > **Active**	Voter Notification Card	26
Active > 33 Day Process	Address Confirmation	35
Pending > Incomplete > Missing DOB	Missing Date of Birth	21
Pending > Incomplete > Missing Signature	Missing Signature	20
Pending > Incomplete > Missing ID	Missing ID	22
Pending > Incomplete > Missing Party	Missing Party	24
Pending > Incomplete > Missing two or more of the following: • Signature • DOB • ID • HAVA • Party	Multiple Incomplete Notice	41
Pending > Incomplete > Missing Physical Address	Missing Residence Address	23
Pending > Incomplete > Citizen Marked No	Citizenship Box Marked No	43
Pending > Under 18	P17 Notice	37
Cancelled > Voter Request	Cancel Confirmation	36
Cancelled > Deceased	Deceased Confirmation Notice	5
Active > Failure to Vote	Failure To Vote	45

Vote Profile Flag Triggers

Voter Status > Status Reason	Master Notice Template	Code Hook
UOCAVA > (select Type)	Special Status Notice	38
Suppression Level • Standard Secure • Court Ordered	Confidential Confirmation Notice	40

Ballot Status Triggers

All Ballot Status reasons that triggered both Nevada Mail Ballot **Signature Cure Affidavit** (code hook 46) AND Nevada Voter **Signature Cure Instructions** (code hook 47) prior to Go-Live will only trigger the Nevada Mail Ballot **Signature Cure Affidavit** (code hook 46) going forward.

Counties should customize the **Nevada Mail Ballot Signature Cure Affidavit** (code hook 46).

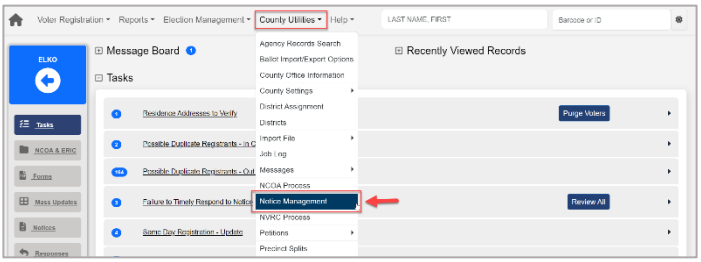
Ballot Status > Status Reason	Master Notice Template	Code Hook
Rejected > No Signature	NV Mail Ballot Signature Cure Affidavit	46
Rejected > Signature Does Not Match	NV Mail Ballot Signature Cure Affidavit	46
Rejected > Signature Swap	NV Mail Ballot Signature Cure Affidavit	46
Rejected > No Signature on File	NV Mail Ballot Signature Cure Affidavit	46

Setting Up County Information

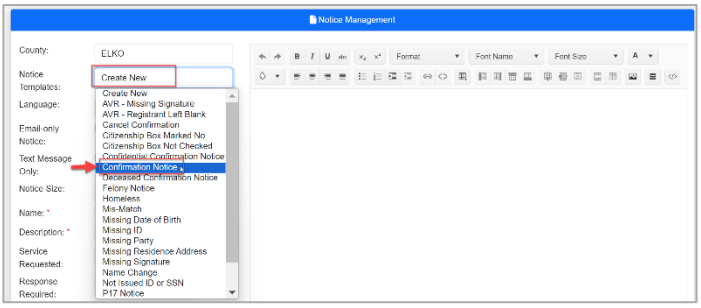
Information contained in the County Profile in TotalVote is used in a variety of system-generated notices and correspondence. This document describes how to set up the County Office Information and upload the County Seal and Clerk's Signature.

Uploading the County Seal and Clerk's Signature

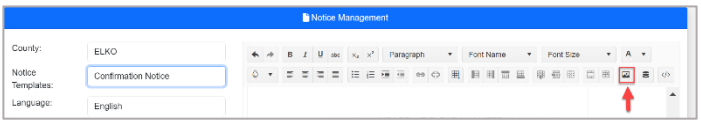
From the Navigation bar, select **County Utilities** > **Notice Management**.



Click into the **Notice Template** dropdown list and select **Confirmation Notice**.



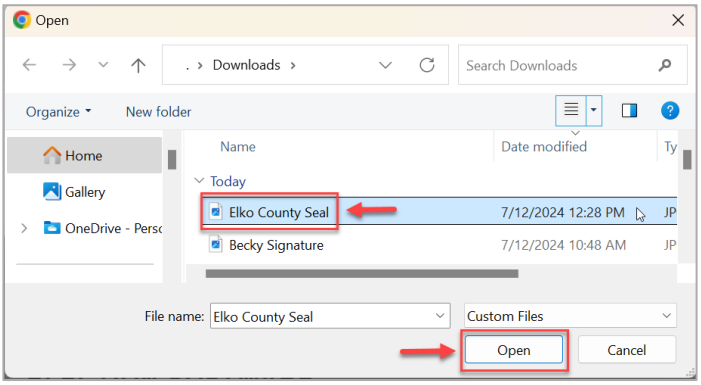
Select the Images icon.



Change the image focus to **[Add Image]** and click **[Choose File]**.



Navigate to the file to select it and click **[Open]**.



With the file name showing, click **[Upload]**.



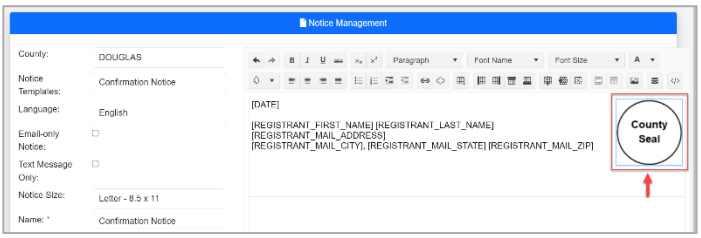
After uploading the image, the system returns to the **Image Manager** screen.
Repeat the process to select and upload the Clerk's signature image.



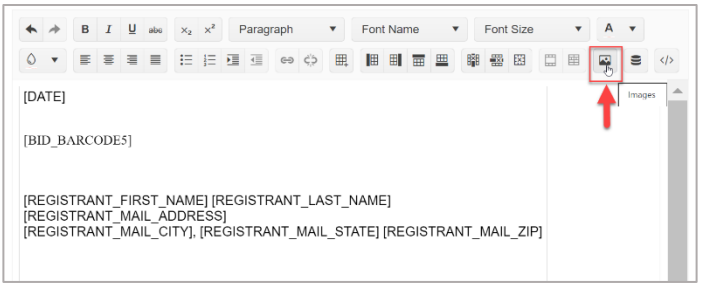
After both images have been uploaded, close the **Image Manager** by clicking on ☒ in the upper right corner.



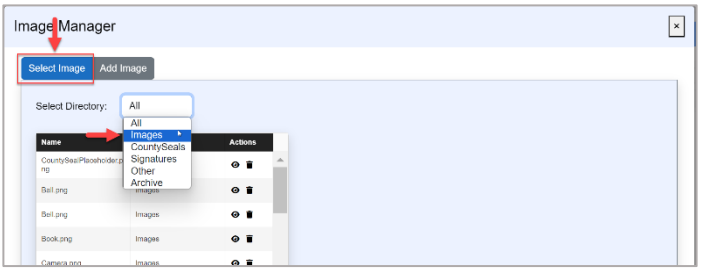
The **Confirmation Notice** is again visible.
Delete the placeholder County Seal.



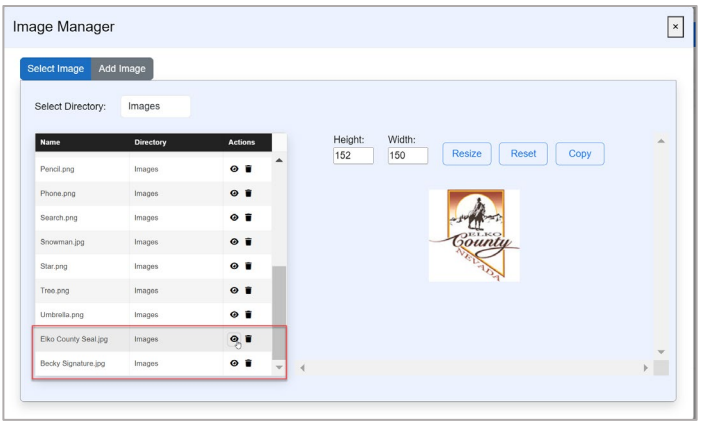
With your cursor where the county seal belongs, click the ☒ **Image** icon.
Note that when you hover over the icon, the Images label is displayed.



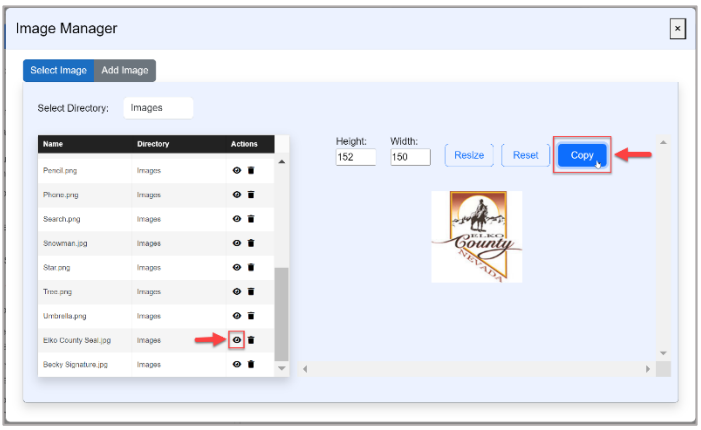
The Image Manager opens with the image focus on **[Select Image]**.
Open the **Select Directory:** dropdown and choose **Images**.



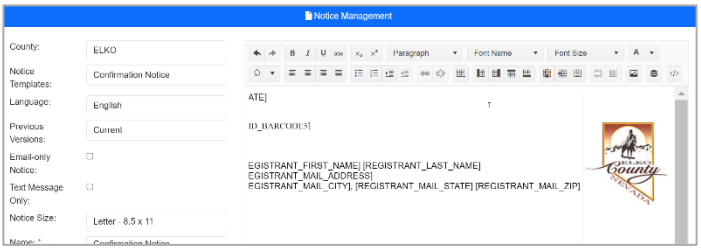
Scroll to the bottom of the list to find the images most recently uploaded.
Select the County Seal and click the 👁 eye icon to view it.



Click **[Copy]** to copy the image to the clipboard.
Close the Image Manager by clicking ☒ in the upper right corner.



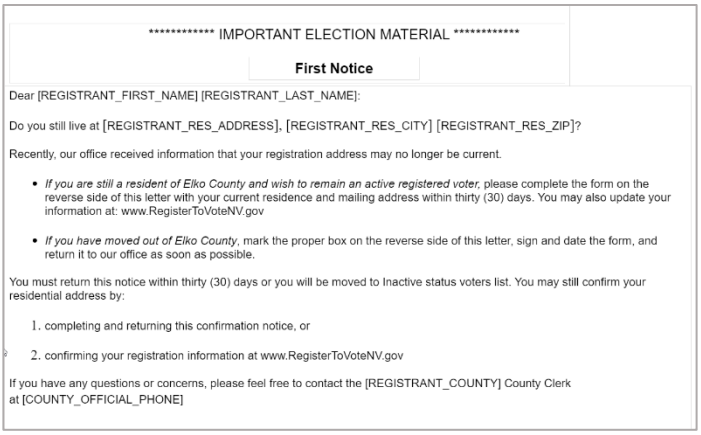
With your cursor in position in the notice document, use **[Ctrl]-[V]** to paste the image from the clipboard.



Scroll to the bottom and **[Save]**.
Note: Code Hook and **Linked to** information should be visible for templates that generate automatic notices. Contact the VREMS Help Desk if **Code Hook** and **Linked to** are blank.



Open the Confirmations notice again to make formatting or text updates.
If you have access to existing Confirmation notice document, copy and paste the text into the body of the Notice message.



********** IMPORTANT ELECTION MATERIAL **********

First Notice

Dear [REGISTRANT_FIRST_NAME] [REGISTRANT_LAST_NAME]:

Do you still live at [REGISTRANT_RES_ADDRESS], [REGISTRANT_RES_CITY] [REGISTRANT_RES_ZIP]?

Recently, our office received information that your registration address may no longer be current.

- *If you are still a resident of Elko County and wish to remain an active registered voter,* please complete the form on the reverse side of this letter with your current residence and mailing address within thirty (30) days. You may also update your information at: www.RegisterToVoteNV.gov
- *If you have moved out of Elko County*, mark the proper box on the reverse side of this letter, sign and date the form, and return it to our office as soon as possible.

You must return this notice within thirty (30) days or you will be moved to Inactive status voters list. You may still confirm your residential address by:

1. completing and returning this confirmation notice, or
2. confirming your registration information at www.RegisterToVoteNV.gov

If you have any questions or concerns, please feel free to contact the [REGISTRANT_COUNTY] County Clerk at [COUNTY_OFFICIAL_PHONE]

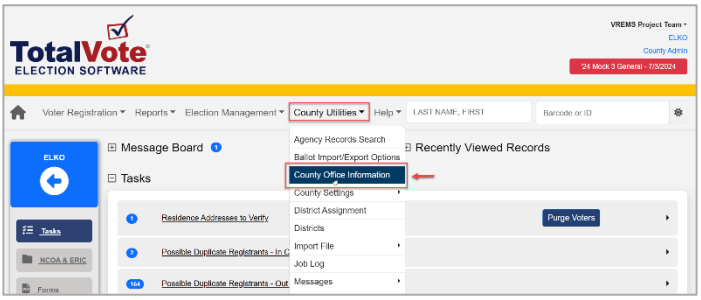
Entering County Office Information

If all voter and elections correspondence goes out under the Clerk's name and signature, update and complete the County Clerk profile already established in TotalVote.

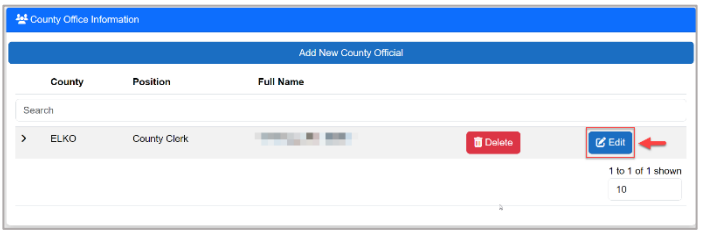
If some voter or elections correspondence goes out under another official's name and signature, create profiles for each of those officials.

Note: TotalVote uses **the last County Official entered** as the source for information in automated Notices. If counties have more than one official to include in TotalVote, **enter the Clerk's information LAST**. Alternatively, counties may opt to **enter ONLY the Clerk's information** at this time.

From the Navigation bar, select **County Utilities** > **County Office Information**.
The County Office Information screen appears with a placeholder entry for the County Clerk.



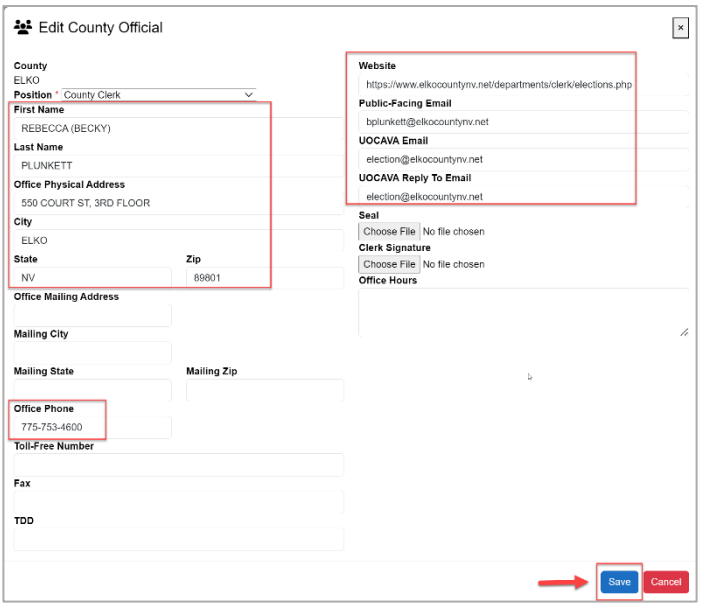
From the County Office Information screen, select **[Edit]**.



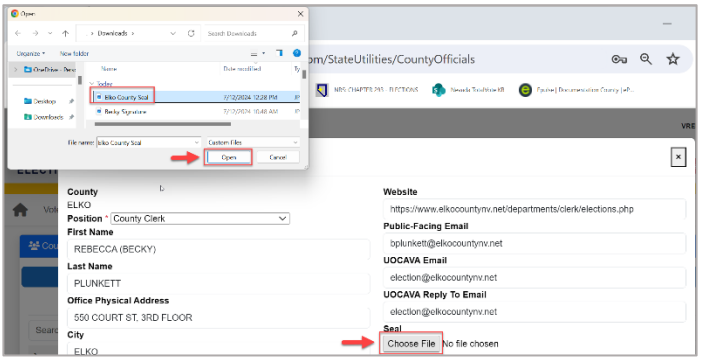
Enter location and contact information and **[Save]**.

Essential Fields
(may impact automatic notices):

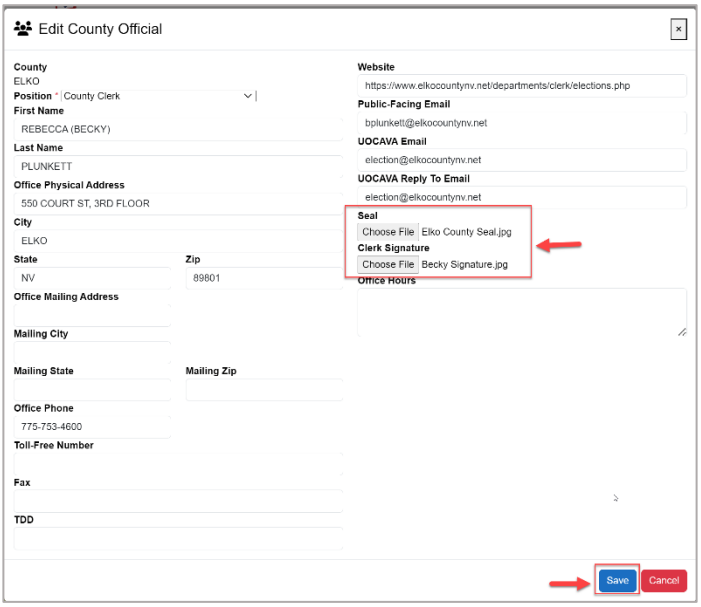
- First Name
- LastName
- Office Physical Address, City, State, Zip
- Office Mailing Address (if applicable)
- UOCAVA Email



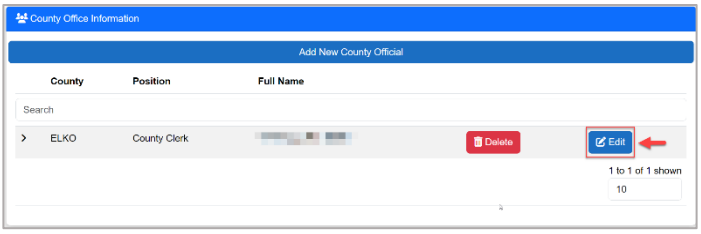
Add the County Seal and Clerk Signature. Click **[Choose File]**. Navigate to the locate the Seal file and click to select it. Click **[Open]**.



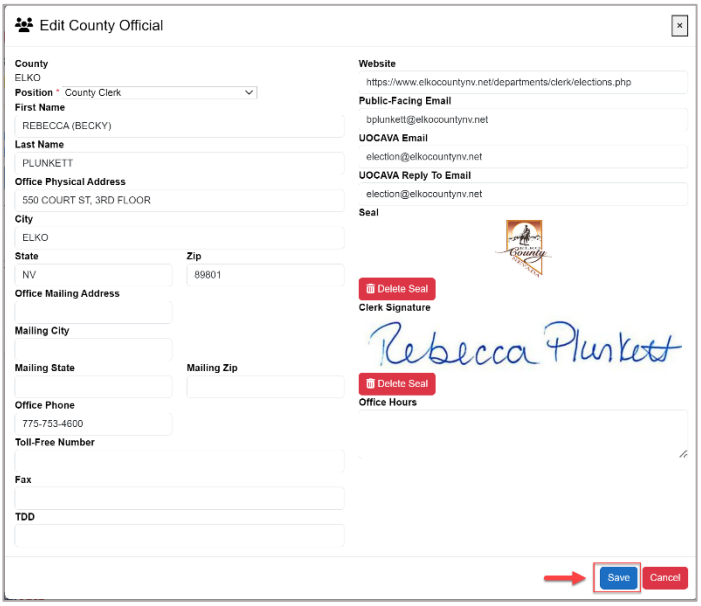
With Signature and Seal file names displayed, click **[Save]**.



From the Navigation bar, select **County Utilities** > **County Office Information**.
Return to the **County Office Information** screen by selecting **[Edit]**.



Confirm the **County Seal** and **Clerk Signature** are displayed.
Made any additional edits and **[Save]**.



Processing Third Party Applications

Voter registrations that are submitted somewhere other than a county elections office are considered Third Party registrations. Examples include applications submitted online through Nevada Online Voter Access system (NOVA), automatically through DMV as part of driver licensing, and through other Nevada agencies.

This document describes how to process Third Party Applications and associated voter notifications in TotalVote.

Registration applications and updates submitted through NOVA, DMA and other Nevada agencies are transferred into TotalVote multiple times throughout the day.

New applications and registration updates that include all legally required information are processed automatically. Their status in TotalVote is Active-Active and **Voter Notification Cards** are triggered automatically. Counties process the resulting **Voter Notification Cards** from the Notifications queue.

Registrations that do not meet all of requirements start in the **Third-Party Registration – Manual Processing** queue where the county determines the voter status and generates applicable notice(s) indicating what details the registrant must provide to complete the registration process.

Counties will have different steps to respond to Third Party queue applications depending on whether the registrant is a new or existing voter, and if a Political Party is selected.

Criteria for Automatic Processing
Registrations that include the following information are passed directly into TotalVote in Active-Active status:

- Full name
- Date of Birth
- NV DL or NV ID or SSN validated against DMV data
- Residential Address confirmed by TotalAddress
- Signature
- US citizenship - Yes
- 18 years of age or older

Once processed in TotalVote, the information is available in NOVA beginning the following day.

Automatically Processed Third Pary Applications

Voter Registration applications that include all required information are processed automatically in TotalVote and are designated Active-Active status voters.

- New applications and updated registrations with a designated Political Party trigger a **Voter Notification Card**.
- New applications with no designated Political Party are set to No Political Party and trigger a **Voter Notification Card** and a **Missing Party Notice**.
- Registration updates where Political Party was left blank retain the party designation from the most recent registration and trigger a **Voter Notification Card**.

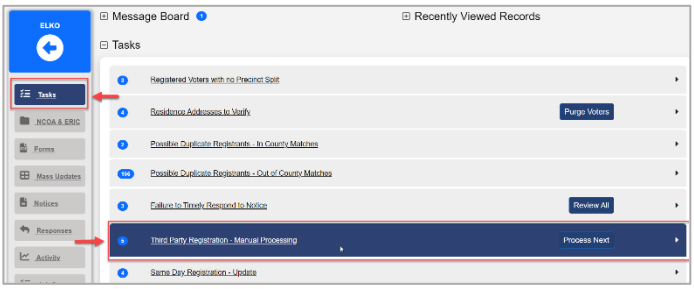
Auditing Registration Activity for ways to create an audit trail for automatically processed registrations.

Manually Processed Third Party Applications

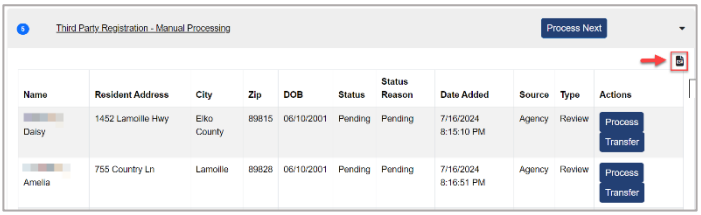
Voter registration applications missing required information are assigned to the **Third-Party Registration – Manual Processing** queue for county processing.

To create an audit trail for manually processed registrations, export a list of registrants in each Task Queue before processing. Queues are updated frequently. To be useful, a Task queue should be exported immediately before processing the voters in that queue.

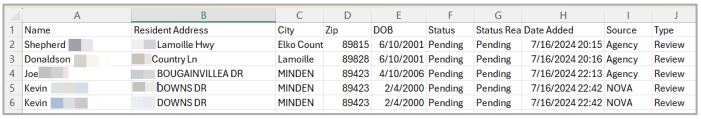
From the TotalVote Dashboard, choose **Tasks** > **(Task Queue Name)**.



Click ⍰ in the upper right corner of each Task queue.

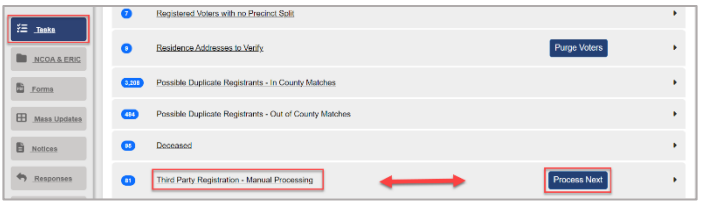


To view the file, locate it in the Downloads folder and double click to open it.
Consider renaming the export file to include the date and a sequence (if exported more than once/day), e.g., 2024-09-03_third-party_01.

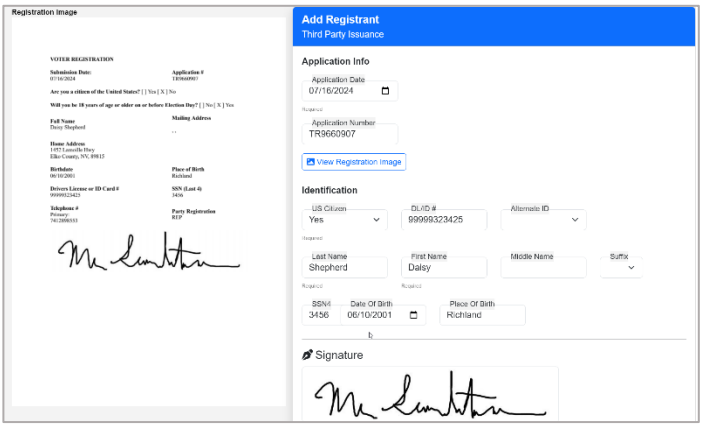


	A	B	C	D	E	F	G	H	I	J
1	Name	Resident Address	City	Zip	DOB	Status	Status Rea	Date Added	Source	Type
2	Shepherd	Lamoille Hwy	Elko Count	89815	6/10/2001	Pending	Pending	7/16/2024 20:15	Agency	Review
3	Donaldson	Country Ln	Lamoille	89828	6/10/2001	Pending	Pending	7/16/2024 20:16	Agency	Review
4	Joe	BOUGAINVILLEA DR	MINDEN	89423	4/10/2006	Pending	Pending	7/16/2024 22:13	Agency	Review
5	Kevin	DOWNS DR	MINDEN	89423	2/4/2000	Pending	Pending	7/16/2024 22:42	NOVA	Review
6	Kevin	DOWNS DR	MINDEN	89423	2/4/2000	Pending	Pending	7/16/2024 22:42	NOVA	Review

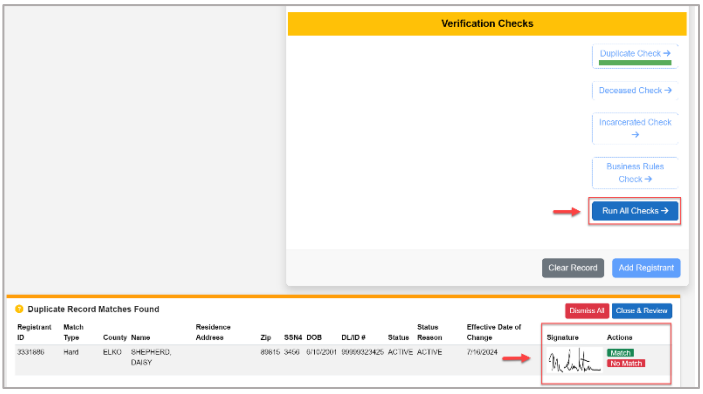
Select **Tasks** > **Third Party Registration – Manual Processing.** Click **[Process]** to open the first registration.
Or **[Process Next].**



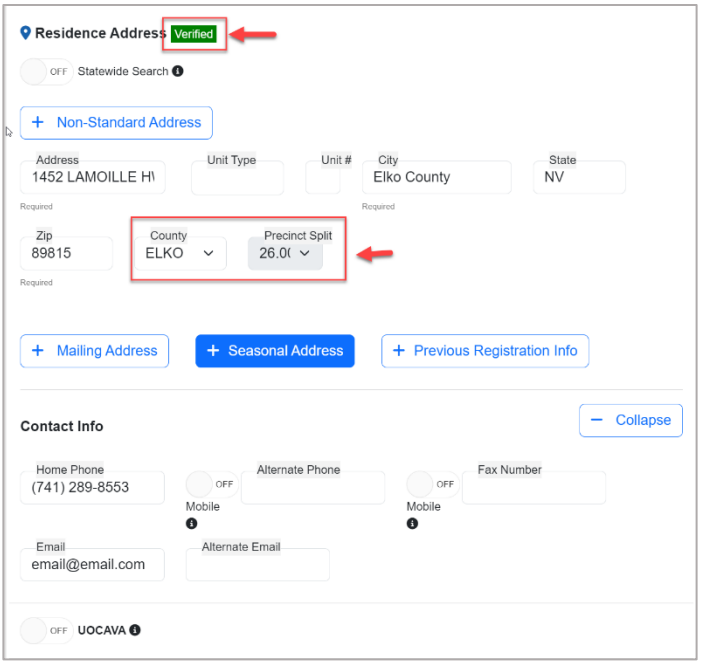
The **Add Registrant – Third Party Issuance** screen appears with a Registration Image to the left containing information from the registrant's DMV/Online registration.
Note: If two users attempt to process the same registration, the system warns, "This item is checked out by [username]. Do you want to process this application anyway?"



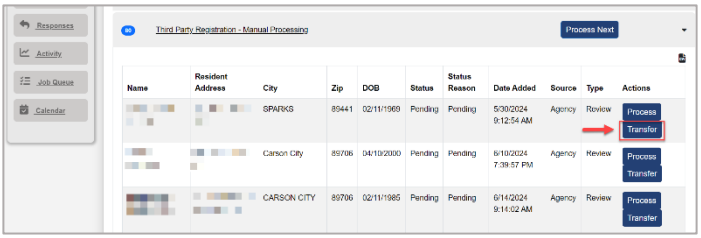
Before updating any fields, scroll to the bottom and **[Run All Checks]**
If Duplicate Check locates a suspected match, the system returns **Duplicate Record Matches Found**.
Review the information in the proposed duplicate record and select **Match** or **No Match**.



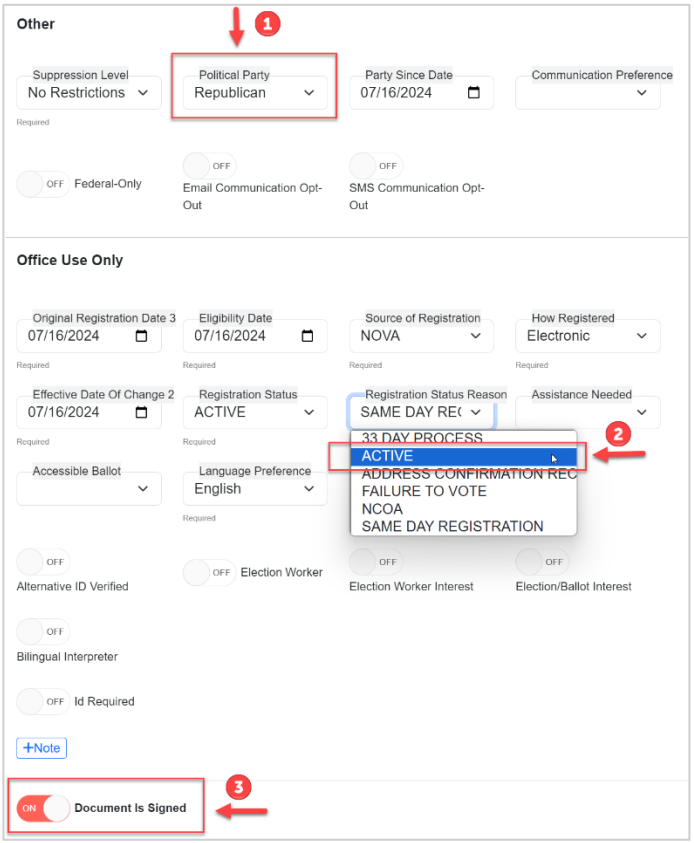
After reconciling any duplicates, scroll to the top and confirm/correct all dates.
Confirm the **Residence Address** is Verified and shows a **Precinct Split**.
If the profile shows Residence Address Unverified, confirm the address does not have a typo and is within the county.
If the residence is within the county, re-type the street address into the Address field, pausing as the system lists address matches. Select the standardized address. The profile will show Residence Address Verified.



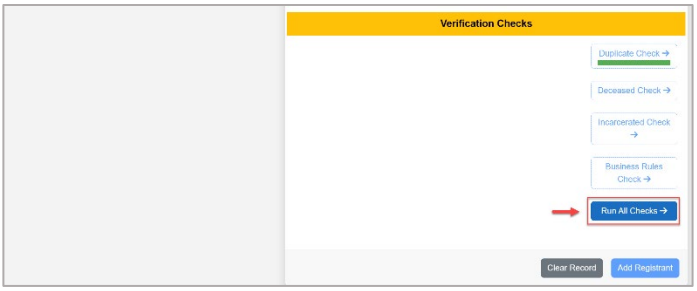
If the residence is not within the county, return to the Task Queue, click **[Transfer],** select the correct county from the list, and **[Transfer]**.



❶ Confirm a **Political Party** is listed.
If no party was identified and the voter is a new registrant, the record will show Other > RLB in **Political Party**.
Change the party to **No Political Party** and send the voter a **Missing Party** notice.
❷ If all legally required information has been provided, set the Registration Status to **ACTIVE** and Status Reason to **ACTIVE**.
❸ If the application was signed, toggle **Document is Signed** to On.

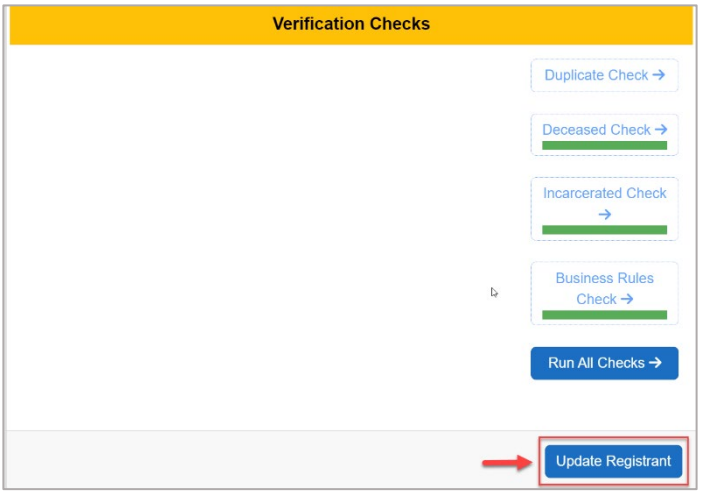


Click **[Run All Checks]**

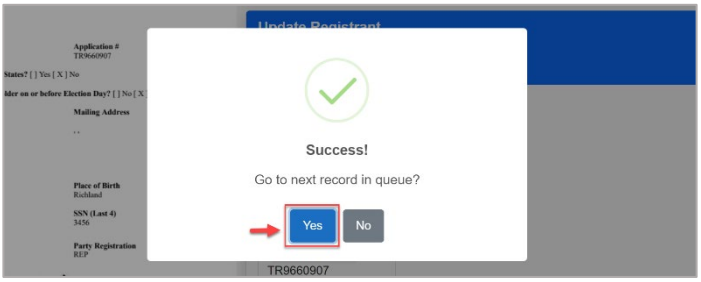


Address any deficiencies identified and **[Run All Checks]** again. After all checks pass, click **[Add Registrant]** or **[Update Registrant]** if a duplicate was merged as part of the process.

Important: To save changes to the voter profile, you MUST click **[Add Registrant]** or **[Update Registrant]**.



The system prompts Success! A **Voter Notification Card** is generated automatically and can be found in the **Unsent Notices** queue on the Dashboard as well as the **Correspondence** tab of the voter profile. Clicking **[Yes]** loads the next record in the queue.



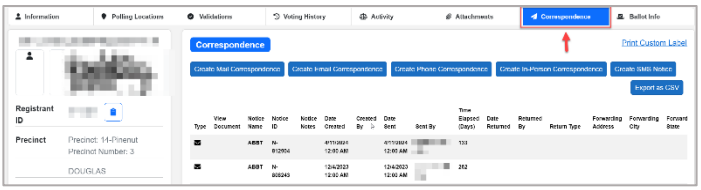
Manually Generating the Missing Party Notice

IMPORTANT: Registrations in the **Third Party – Manual Processing** queue that are also missing a political party designation must be sent the Missing Party notice. In these cases, the notice must be generated manually.

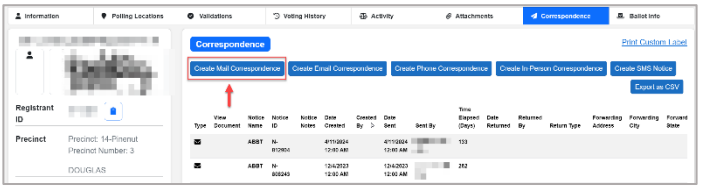
If the county has added Missing Party to the Multiple Missing Notice, a single notice can be sent.

Missing Party notices generated manually can be sent individually or processed in batches from the Notice queue.

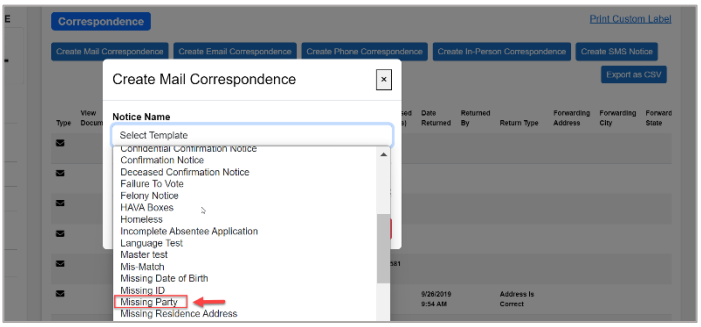
Locate the voter profile and open the **Correspondence** tab.



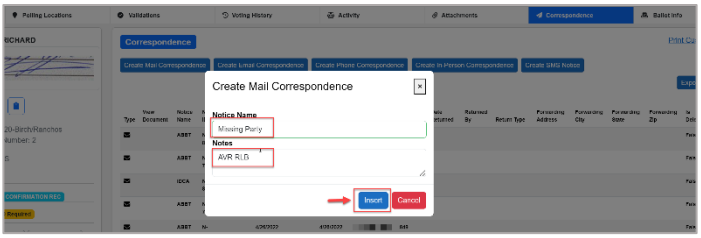
Select **[Create Mail Correspondence]**.



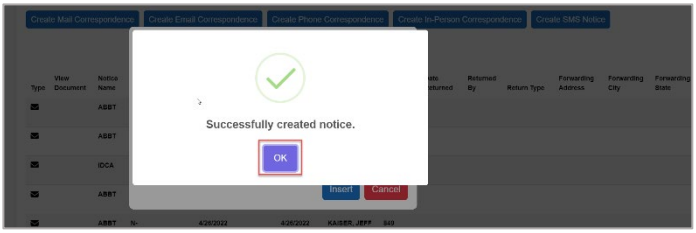
Click into **[Notice Name]** and scroll down to select **Missing Party**.



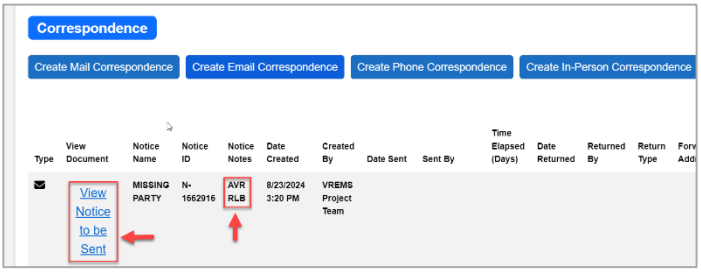
To document the reason for the notice, consider entering AVR RLB in the **Notes** field.
Click **[Insert]**.



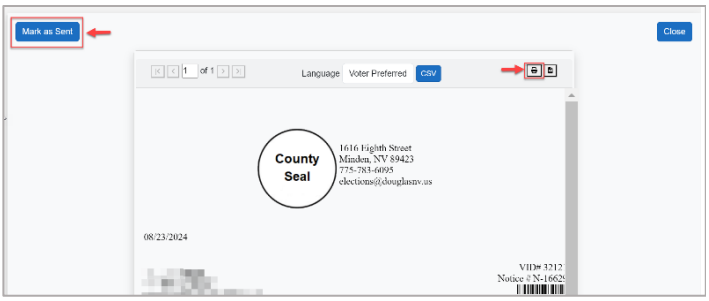
TotalVote generates the notice and prompts “Successfully created notice.”
Click **[OK]**.



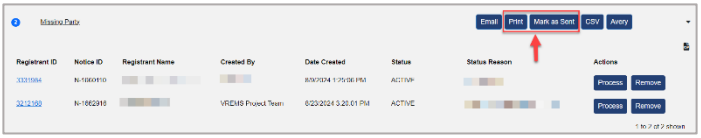
From the Voter profile **Correspondence** tab, select the link **View Notice to be Sent**.
Note that the **Notice Notes** column shows AVR RLB.



Print and mail the notice, then **[Mark as Sent]**.



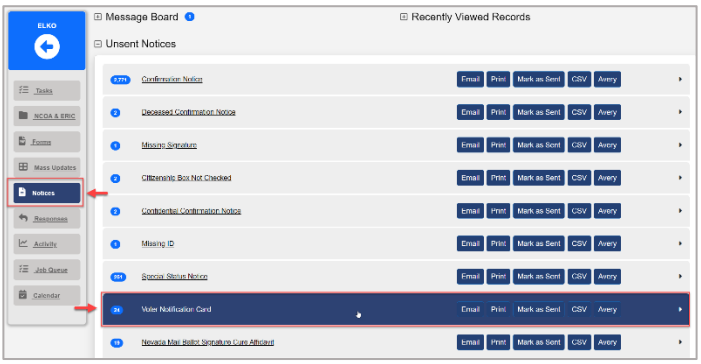
Missing Party notices can also be processed in batches from the **Unsent Notices** queue on the dashboard.



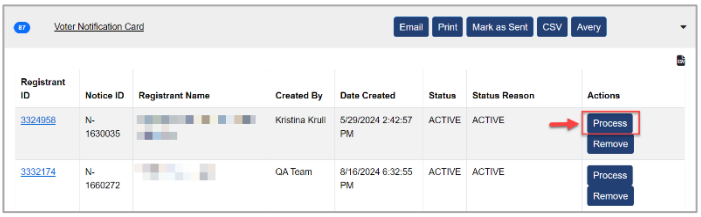
Processing Voter Notification Cards

Voter Notification Cards can be processed individually or in batches from the Notices queue on the landing page.

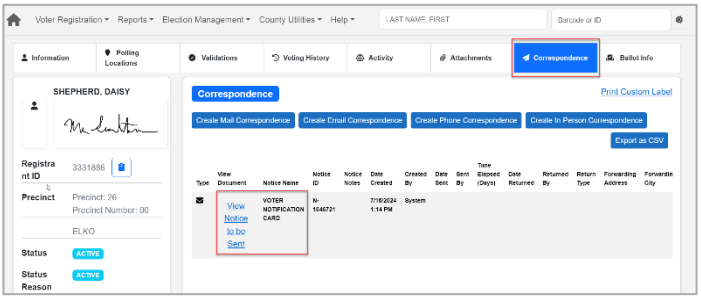
To process the Notice, click **Notices** > **Voter Notification Card**. **To Print all notices in that queue,** select **[Print]**. After notices have been printed and mailed, **[Mark as Sent]**.
The notice is recorded as Sent in Voter profile **Correspondence**.



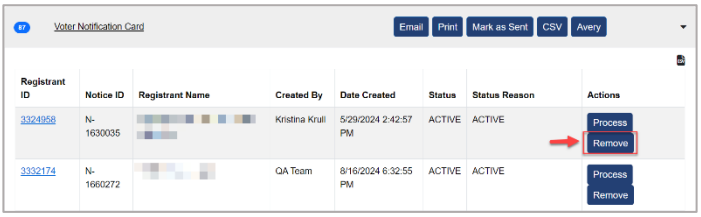
To view or process an individual notice, open the queue, locate the registrant, and click **[Process]**.



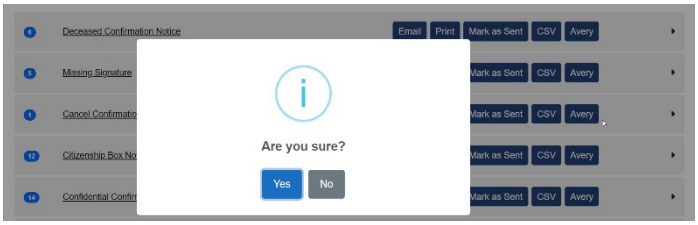
TotalVote opens the voter profile **Correspondence** tab.
The Notice can also be viewed or processed directly from the voter profile **Correspondence** tab without opening Unsent **Notices** on the dashboard.



To delete a Notice that is not needed, go to **Notices** > **Voter Notification Card**.
Open the queue, locate the registrant, and click **[Remove]**.



TotalVote prompts, “Are you sure?” Clicking **[Yes]** removes the notice from the voter profile
 Correspondence record.



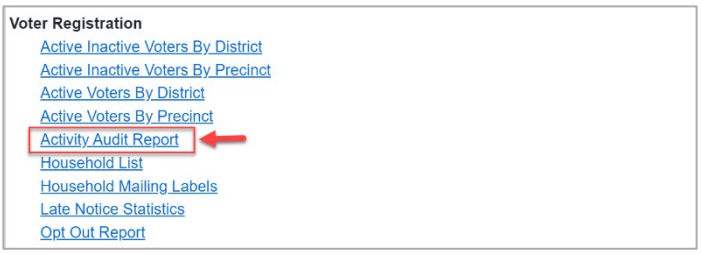
Auditing Registration Activity

Two reports are particularly useful in tracking voter registration activity:

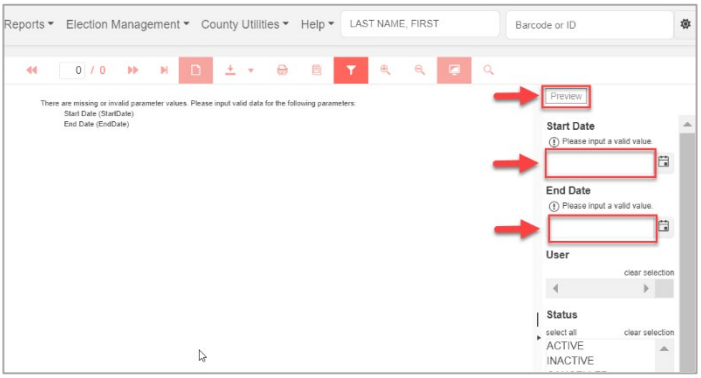
- **Activity Audit Report** tracks changes to voter profiles and who made them.
- **Golden Voter RLB to NPP Report** shows which voter registrations were received without a designated political party and automatically updated to No Political Party.

Running the Audit Activity Report

From the Navigation Bar, select **Reports** > **Reports**.
Scroll down to **Voter Registration** reports and select **Activity Audit Report**.

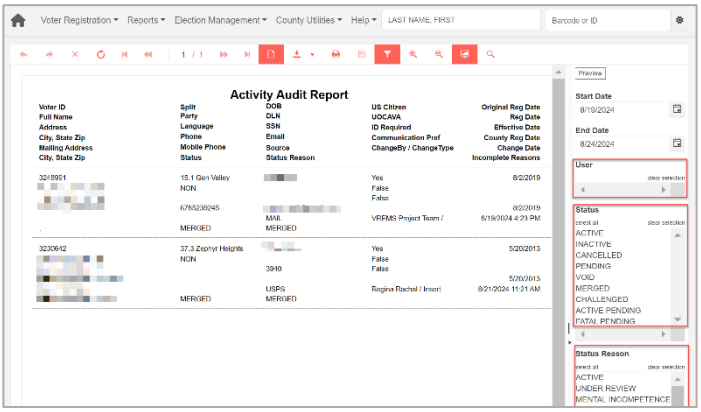


The report will be blank initially.
Enter a **Start Date** and **End Date** and click **[Preview]**.
The report can be generated daily.

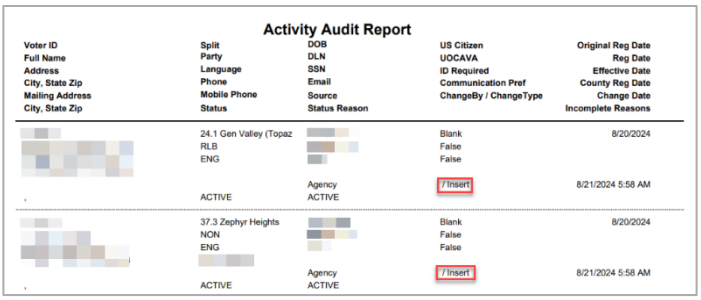


The report lists all voter records modified during that date range.
Report results can be narrowed by

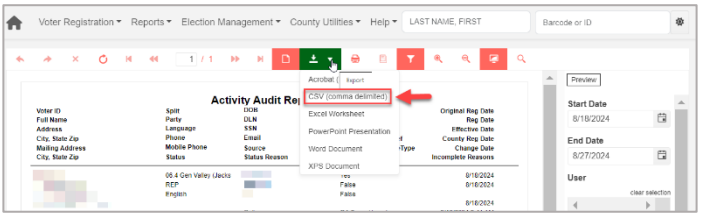
- TotalVote **User**
- Voter **Status**
- **Status Reason**



Automatically processed applications show **/ Insert**.
Manually processed applications display the **name** of the TotalVote user who processed the application followed by **/ Insert**.

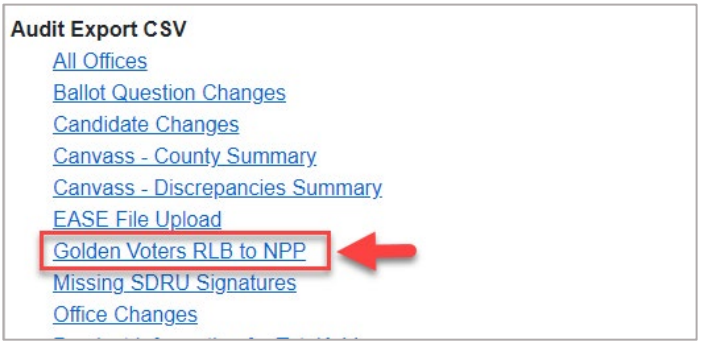


To sort by voter name, date, or TotalVote user, export to CSV. The file is exported to the Downloads folder.

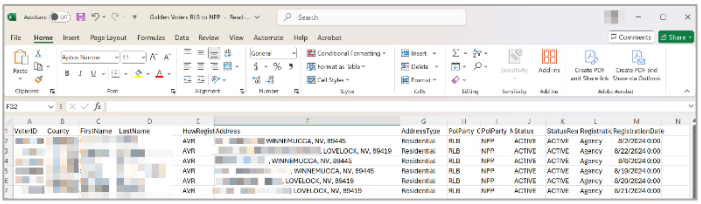


Running the Golden Voter RLB to NPP Report

From the Navigation Bar, select **Reports** > **Reports**.
Scroll down to **Audit Export CSV** and select **Golden Voters RLB to NON**.



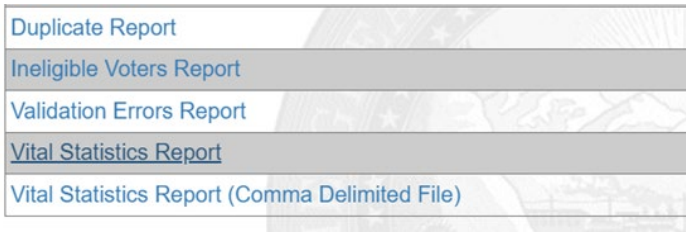
The report is exported to Downloads.
This simple export will be replaced with a more robust report in future updates. Until then, the CSV export will pull ALL “golden voters” since go-live. Sorting the report by **Registration Date** will bring the most recent registrations to the top.



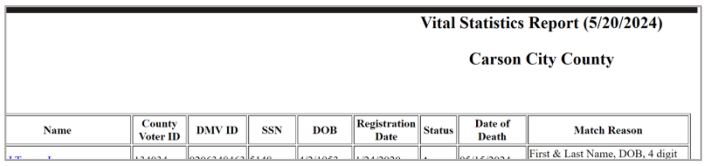
Processing a Deceased Notice

This document covers the process of updating a voter profile to Deceased.

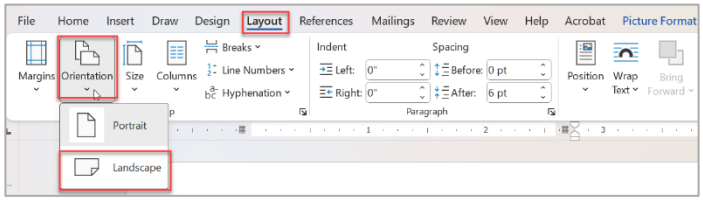
Log in to SOS HAVA Services and click on Vital Stats Report.



The report opens in a new tab.
Use [Ctrl]-[a] to copy the contents of the report.
Open a new Word document and use [Ctrl]-[v] to paste the text.

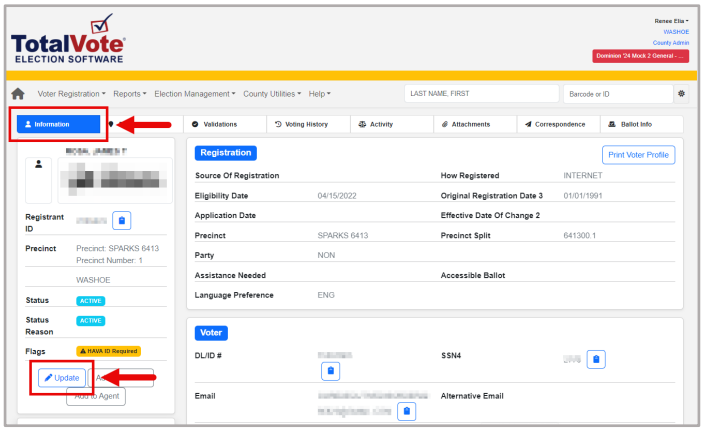


Set the document layout to Landscape and save the file using the county's naming scheme.

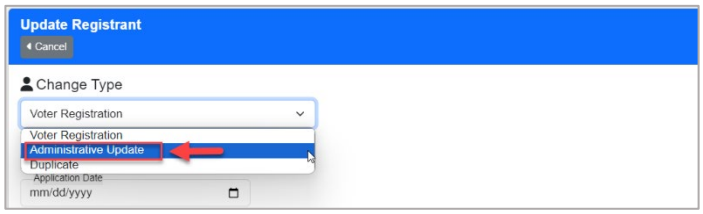


Using Quick Search, locate the **Voter Profile** and click **[Update]**.

Tip: Easily locate the profile by entering the registrant's **date of birth** in MM/DD/YYYY format in the Quick Search **LAST NAME** field.

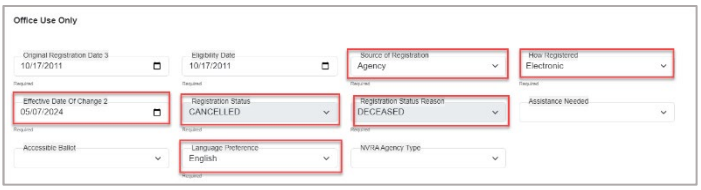


Set the Change Type to Administrative Update.



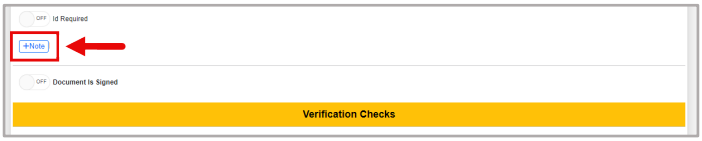
Enter the following:

- Source of Registration: Agency
- How Registered: Electronic
- Effective Date of Change: Date of report/death
- Registration Status: CANCELLED
- Registration Status Reason: DECEASED
- Language Preference



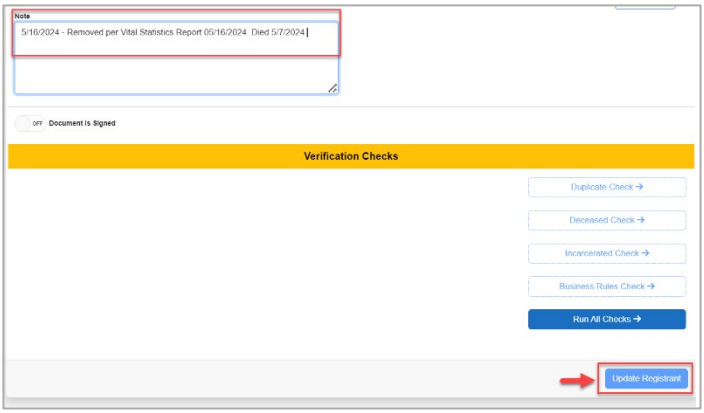
Under Office Use Only, click [+ Note].

NOTE: Adding a comment in the **Note** field is required if the voter's status was already set to CANCELLED.





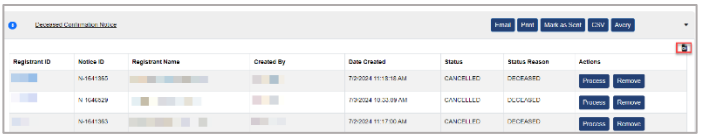
Enter any relevant details – date of death, date of HAVA services report, family member report, how the death was verified, etc.
Click [Update Registrant].



Confirm the voter status is updated. Note that Comments from the **Note** field are displayed on the **Voter Profile**.

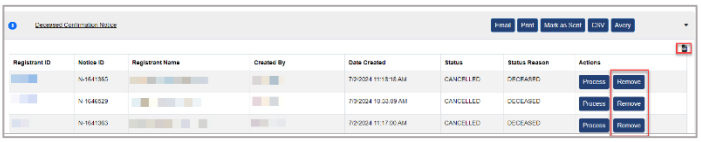


Cancelling a deceased voter's registration triggers a **Deceased Confirmation Notice**.
The notice will show in **Notices** queue on the left rail of the Dashboard and in the Correspondence tab of the voter's profile.





Counties are not required to send a Deceased Confirmation.
To delete a notice from the Deceased Confirmation Notice queue on the Dashboard, click **[Remove]**.



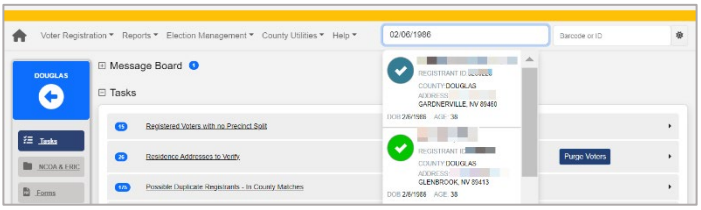
Processing Opt Out Requests

Requests to Opt Out of mailed ballots are received in either paper form or via the state's monthly report. In both cases, the voter profile is updated to Opt Out status. When the Opt Out request is received in paper form, the request document is scanned to the voter profile Attachments.

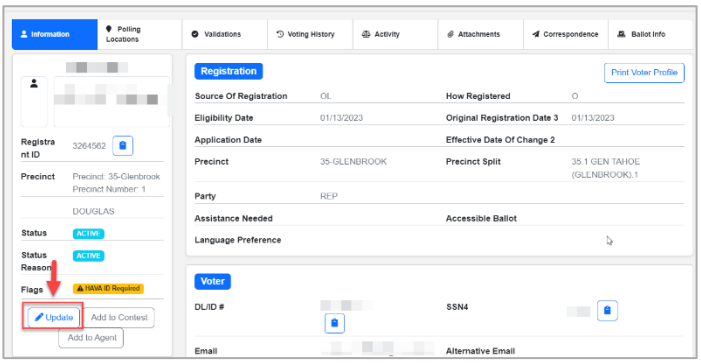
This document describes how to process voter requests to opt out of mail ballots.

Updating Voter Profiles

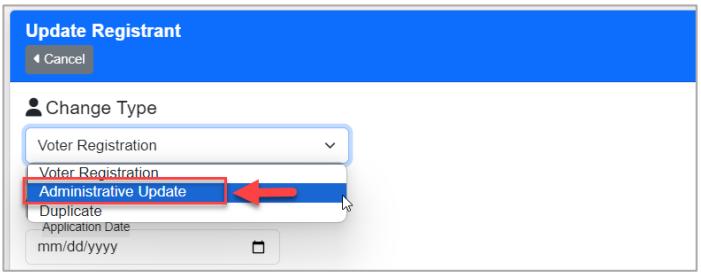
Using the State's Opt Out report, enter the voter's **date of birth** in the Quick Search **Last Name** field in MM/DD/YYYY format.



Select the voter profile and click **[Update]**.



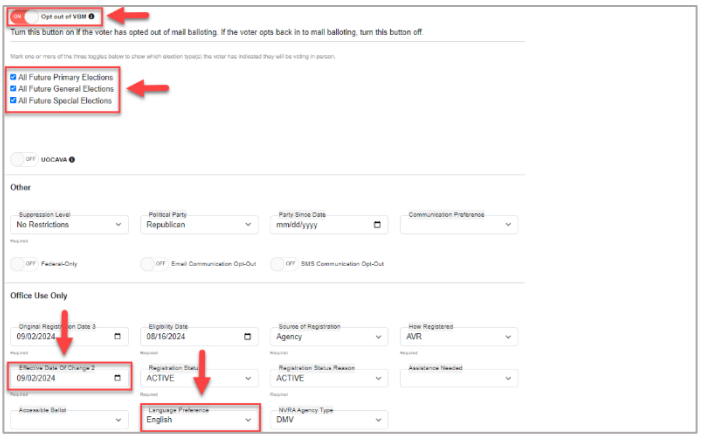
Set the **Change Type** to **Administrative Update**.



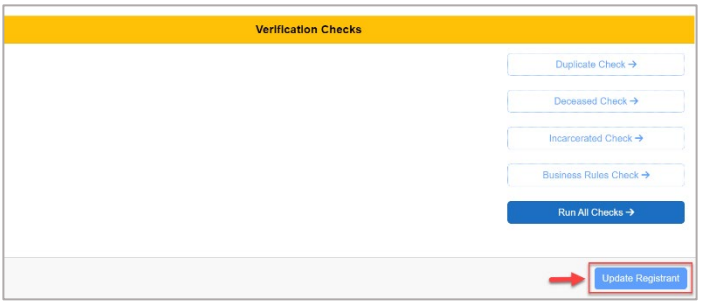
Toggle **Opt Out of VBM** to **On** and select one or more of the Opt Out election categories:

- All Future Primary Elections
- All Future General Elections
- All Future Special Elections

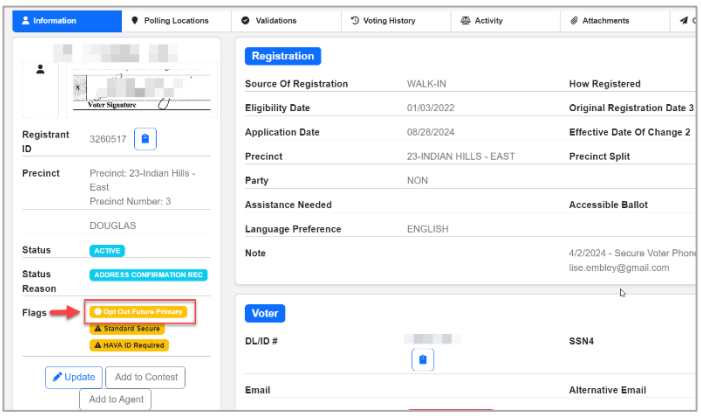
Set the **Effective Date of Change** to **Request Date** on the State report or the signature date on a paper form. Select Language Preference and ensure Date of Registration is not blank.



Scroll down and click **[Update Registrant].**



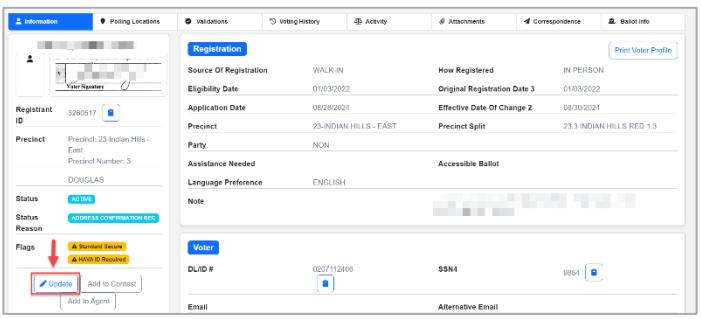
Note that the voter profile now includes relevant Opt Out flags.



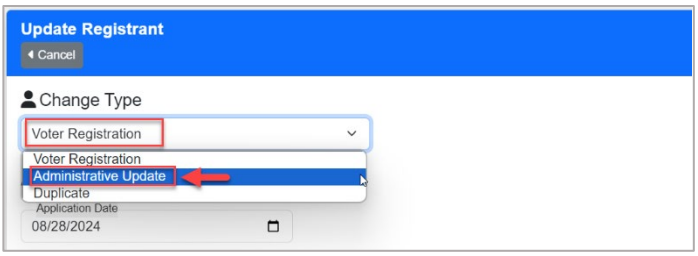
Scanning Paper Requests

Locate the voter profile and select **[Update].**

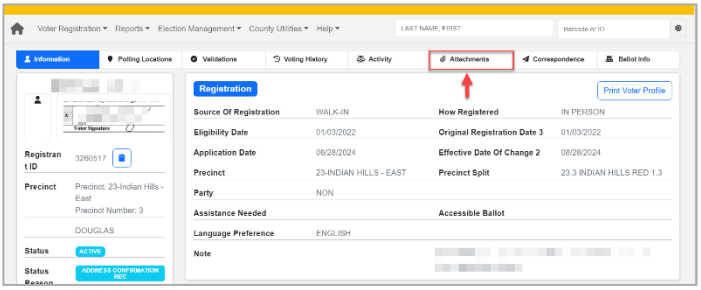
Tip: Enter the registrant's date of birth in the Quick Search **Last Name** field to easily locate the voter.



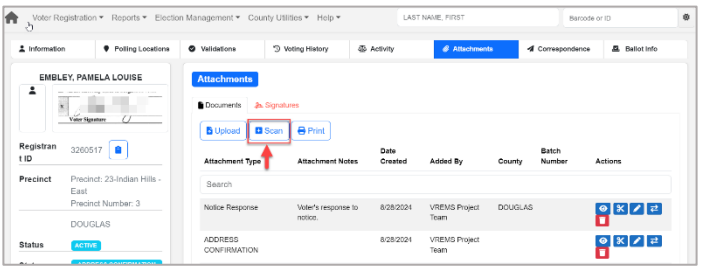
Click into the **Change Type** field and select **Administrative Update**.



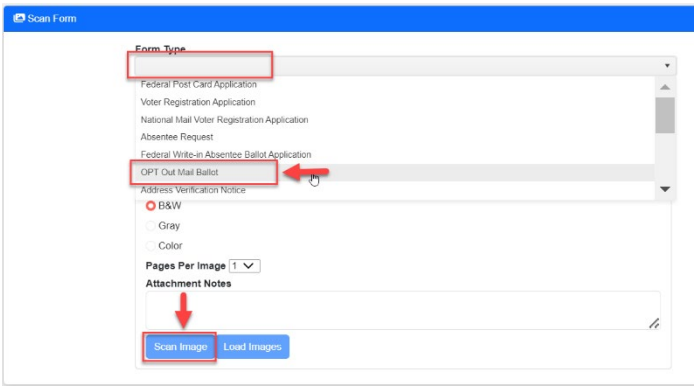
Select **Attachments**.



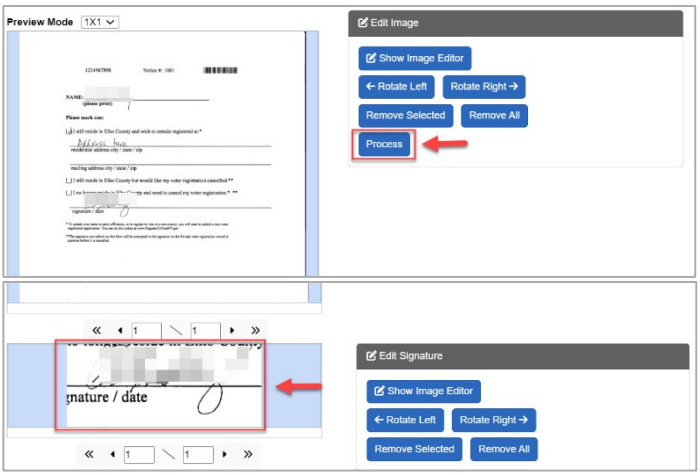
Select **[Scan].**



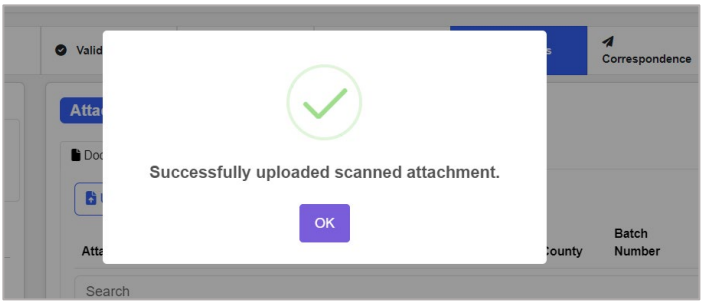
Select **OPT Out Mail Ballot** from the **Form Type** dropdown list and **[Scan Image]**.
Note: If no **Form Type** is selected, Scanner settings will be blank and cannot be selected.



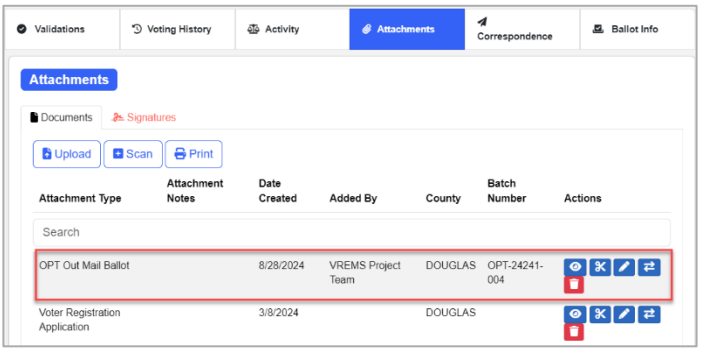
Scroll down and note that the signature is displayed in a separate image editor box.
Confirm the signature is displayed correctly and scroll back up to select **[Process]**.



TotalVote displays Successfully uploaded scanned attachment.
Click **[OK]**.



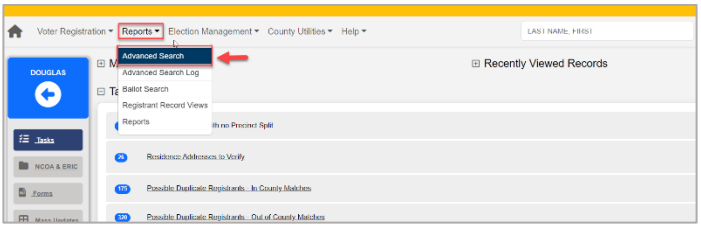
Confirm the scanned notice is now an Attachment in the voter profile.



Creating a List of Opt Out Voters

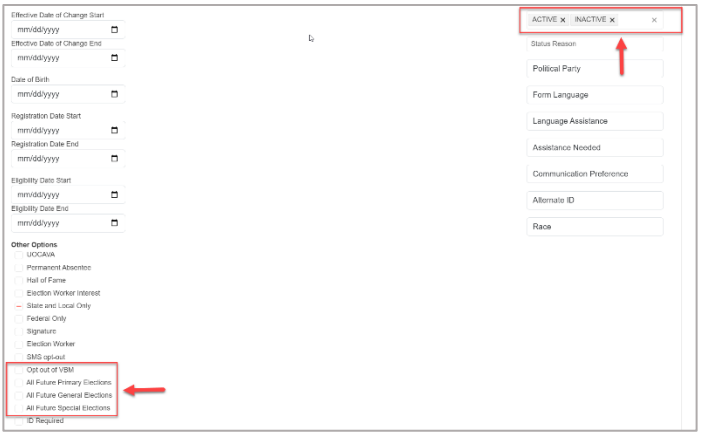
Use Advanced Search to create a report of Opt Out registrants.

From the Navigation Bar, select **Reports** > **Advanced Search**.



Search defaults to Active and Inactive status registrants. To see all Opt Out registrants, delete the **Status** criteria by clicking the x next to each selected criteria. Under **Other Options**, select **Opt Out of VBM** and any of the specific flags:

- All Future Primary Elections
- All Future General Elections
- All Future Special Elections



Scroll down and click **[Search]**.



Create Notices or **Export** as needed.



Running Opt Out Reports

TotalVote offers two reports for quantifying the number of Opt Out voters:

- Opt Out Report
- Opt Out Report with voter data

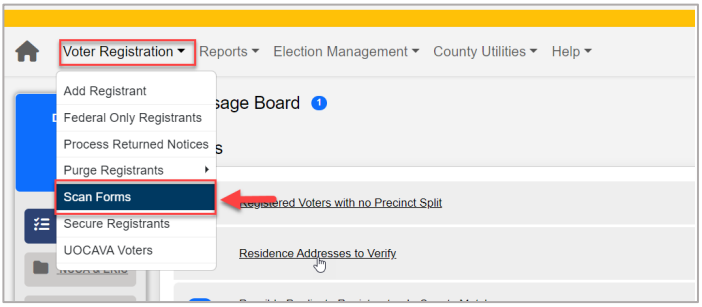
To run a report of Opt Out voters by election, party, or status, go to **Reports** > **Reports** and select the report.



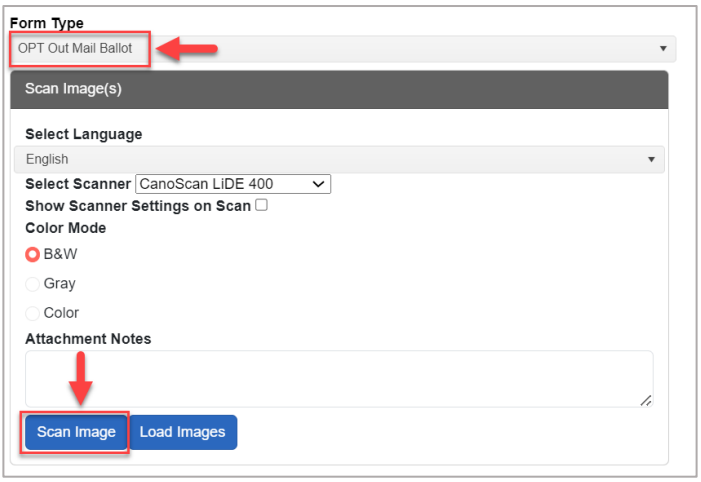
Defined Signature Area in Forms/Returned Notices

The first time a form or returned notice is scanned, the signature area must be defined. This document covers processes required to identify the signature area of a form or notice.

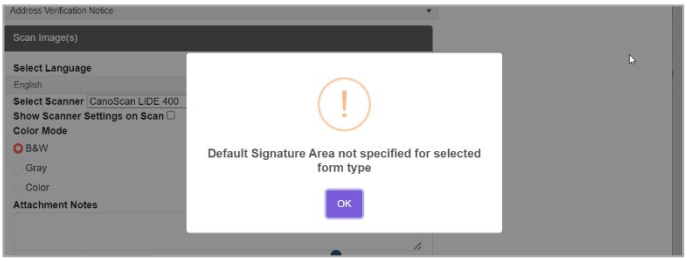
Select Voter Registration > Scan Forms.



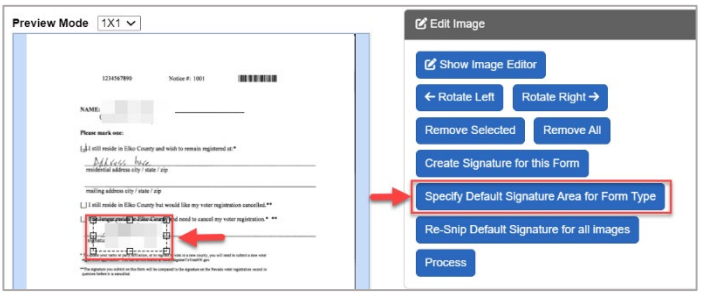
Select Form Type and [Scan Image].
Note: If no **Form Type** is select, Scanner settings will be blank and cannot be selected.



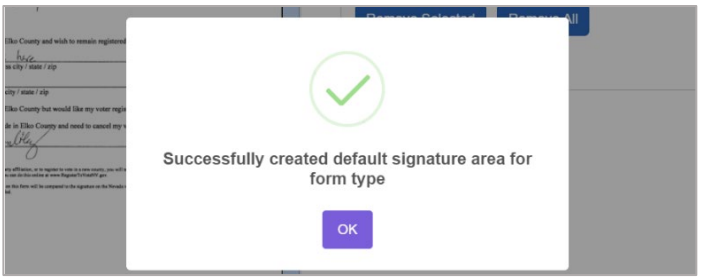
The first time a form type is processed, TotalVote prompts **Default Signature Area not specified**.
Click **[OK]** and scroll down to view the full form.



Use the cursor to frame the signature. New options are displayed in the **Edit Image** box.
Click [Specify Default Signature Area for Form Type].



TotalVote displays Successfully created default signature area for form type.
Click **[OK]**.



Processing and Sending Unsent Notices

When a voter registers to vote or their information changes in TotalVote, depending on the type of update TotalVote automatically creates a notice to be sent to the voter and stores it within the **Voter Profile** on the **[Correspondence]** tab. Counties must process notices within the mailing deadlines set forth by State and County regulations. This document provides guidance for processing unsent notices in TotalVote including printing, marking notices as sent, and running sent notices reports.

IMPORTANT: Each County manages its own **Notice Templates** in TotalVote. Counties must ensure notice templates are set up correctly and contain the mandatory verbiage for each type of notice, layouts comply with their pre-printed stock and are updated with any legislative or mandated verbiage changes.

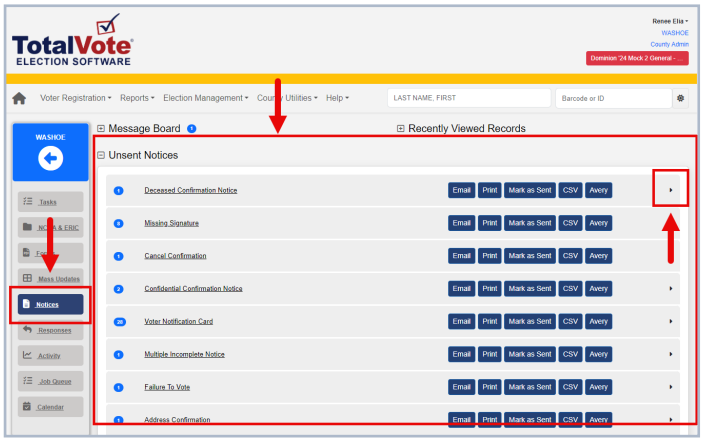
Managing Notices & Correspondence from the Dashboard

IMPORTANT: All dashboard screenshots display an **[Email] button** that is inactive and will be hidden in a future phase. Do not click the [Email] button.

A list of all unsent notices is displayed in the **Unsent Notices** queue on the **Dashboard** > **[Notices]**.

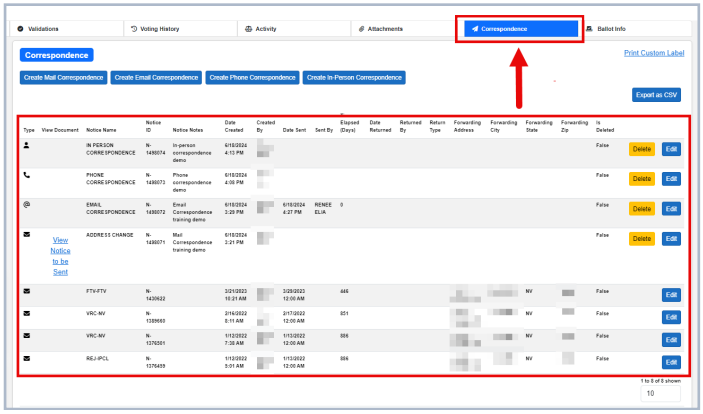
From the **Unsent Notices** queue, you can export, print, and download unsent notices and address labels, and mark notices as sent.

Unsent notices are grouped by type. Click the **arrow** ▶ on a grouping to expand and view the list of unsent notices for the notice type.



In the Voter Profile

A list of notices and other correspondence is displayed in the **[Correspondence]** tab of the voter's profile.
From the **[Correspondence]** tab, you can view, create, edit, delete, and mark notices as sent.



Exporting Notices for Mail Vendors

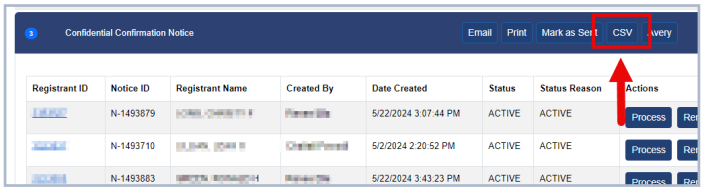
Large counties may use a print vendor and/or mail house to print and send large quantities of notices. In this case, you can export **unsent notices** (**CSV** and **PDF**) and **address labels** (**Avery**) from TotalVote and send the files to the vendor for printing and mailing.

TIP: [Mark as Sent] may be used to process large batches of notices to send to a vendor for printing and is performed in lieu of steps and below. See Marking a Batch of Notices as Sent to see how the CSV and PDF files get exported automatically when clicking [Mark as Sent].

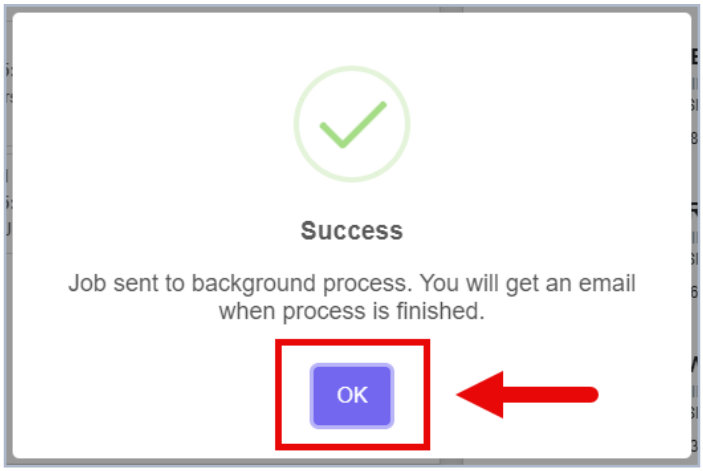
Example: Confidential Confirmation Notice

Exporting Notices (CSV)

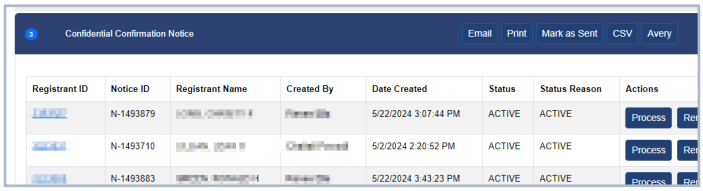
With a notice group expanded on the Dashboard, review the list of unsent notices.
To export all notices under the grouping into CSV format, click **[CSV]** on group's menu options.



A confirmation message is displayed, and the system starts generating a CSV file in a background process.
Click **[OK].**

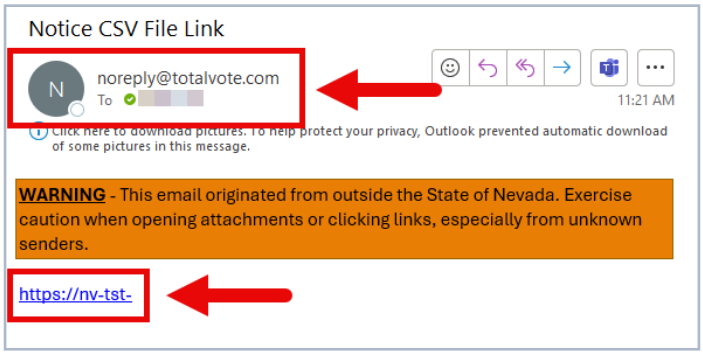


The notification closes, and you are returned to the Unsent Notices queue.
When the process is finished, you will receive an **email notification,** and the export will be available in the
Notice CSV Export queue on the **Dashboard** (next steps).



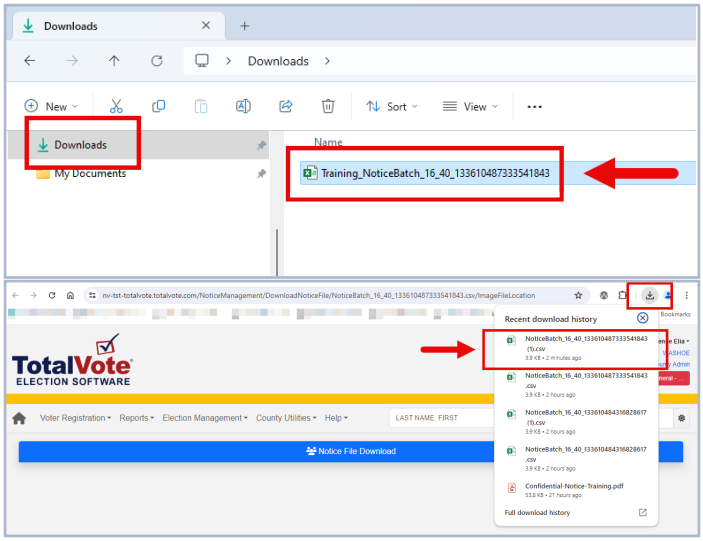
Email Notification

When the export process is finished, you will receive an email notification from **noreply@totalvote.com** to the email address associated to your TotalVote user account.
The email subject line is **Notice CSV File Link**.
Open the **email**, then click the **link** in the email.

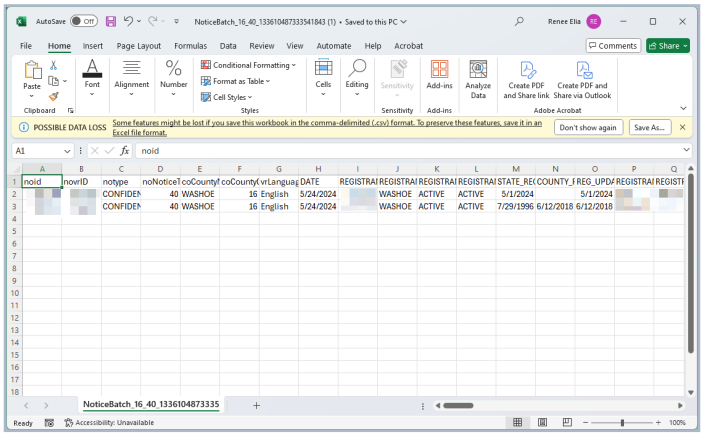


Your web browser opens, and the CSV file is downloaded in a background process to the **Downloads** folder on your computer.
Double-click on the file to open it.

TIP: Click the Download icon **[⊠]** in the browser to open your **Recent Download History**. Click on the file to open it.

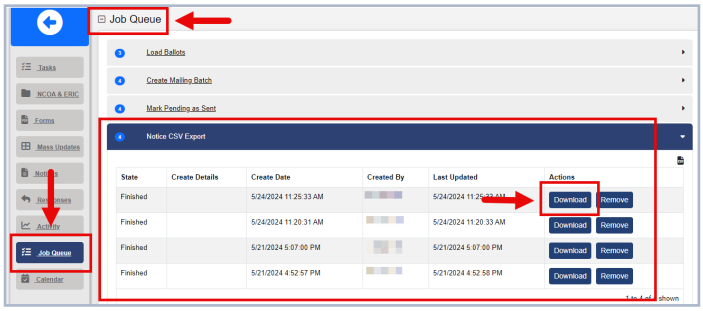


The file opens in the default **spreadsheet program** on your computer, such as Microsoft Excel.
Continue processing the file according to your county process.



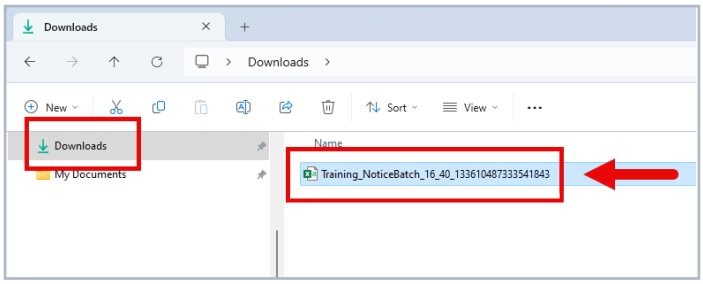
Notice CSV Export queue

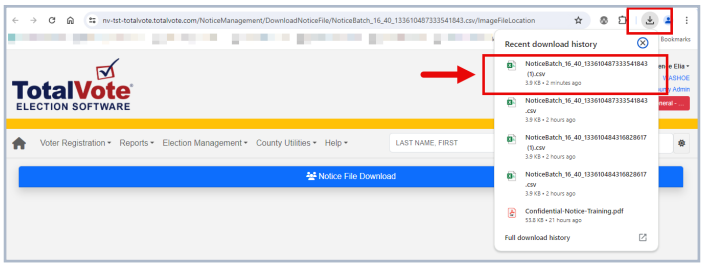
In addition to receiving an email notification after the export process is finished, the CSV file is available to download from the **Dashboard** under **Job Queue** > **Notice CSV Export** queue.
To download the file, under **Actions**, click **[Download]**.



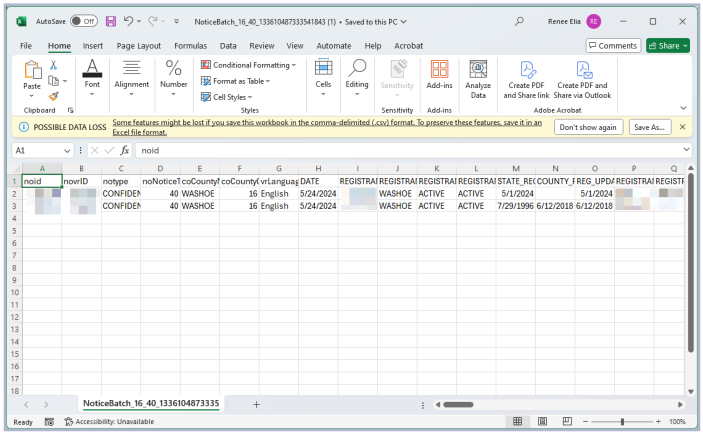
The CSV file is downloaded in a background process to the **Downloads** folder on your computer.
Double-click on the file to open it.

TIP: Click the Download icon **[⍓]** in the browser to open your **Recent Download History**. Click on the file to open it.



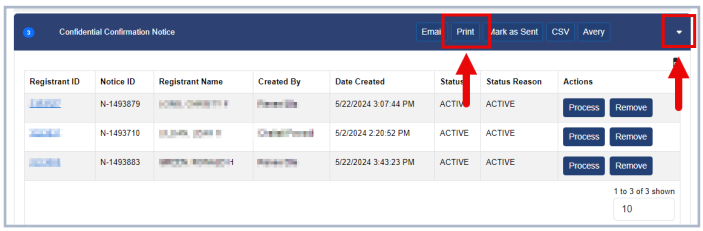


The file opens in the default **spreadsheet program** on your computer, such as Microsoft Excel. Continue processing the file according to your county process.

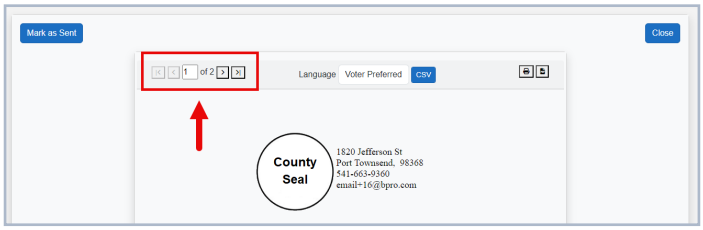


Exporting Notices (PDF)

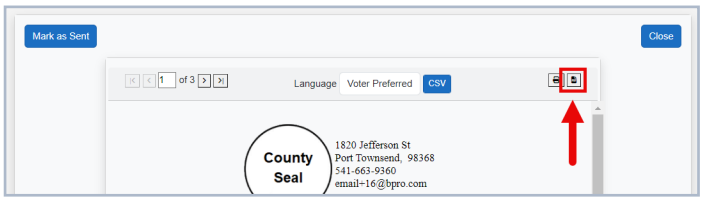
With a notice group expanded on the Dashboard, click **[Print]** on the group's menu options.



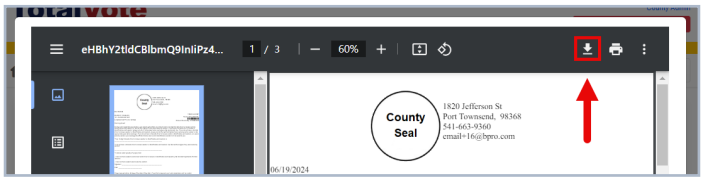
A notice preview screen opens, and all unsent notices in the selected notice type are displayed. Validate the information on the notices. Click the right **[>]** and left **[<]** arrows to view the next and previous page of notices in the batch.



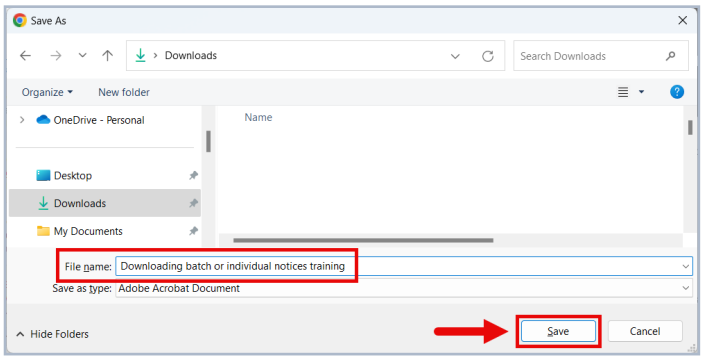
Click the PDF icon **[]** on the notice preview screen of an **individual** notice or **batch** of notices.



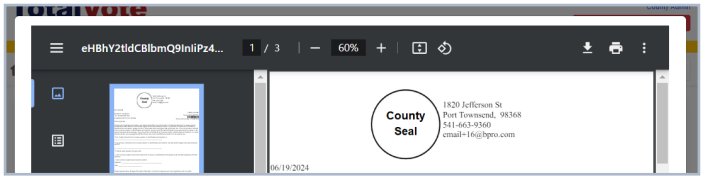
A PDF preview window opens, and the notice is displayed.
Click the Download icon **[]**.

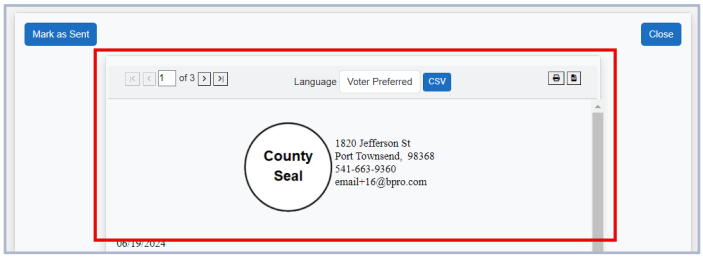


A **Save As** dialog box opens. Select the desired **destination folder** on your computer or network drive to save the file in. Update the **File name** if required. Click **[Save]**.

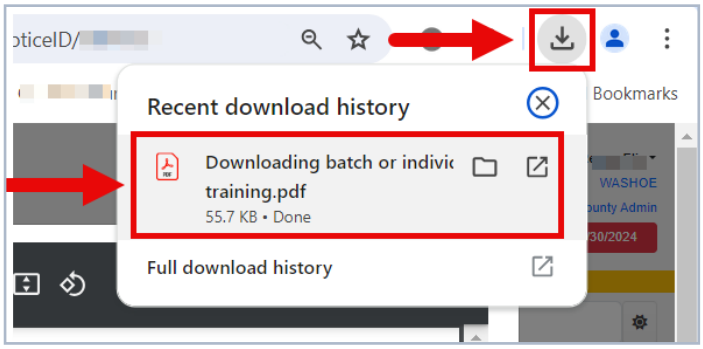


The **Save As** dialog box closes, the PDF file is saved to the selected destination folder on your computer, and you are returned to the **PDF preview window**.
Click outside the PDF preview window to close it and return to the **notice preview screen**.



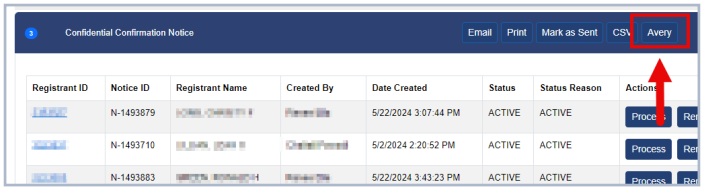


TIP: Click the Download icon [] in the browser to open your **Recent Download History**. Click on the file to open it.

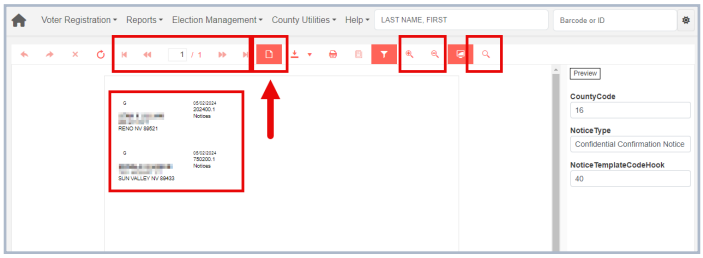


Exporting Address Labels (CSV)

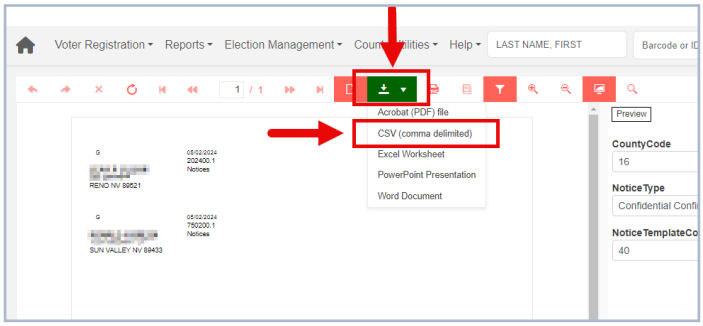
With a notice group expanded on the Dashboard, click **[Avery]** on group's menu options.



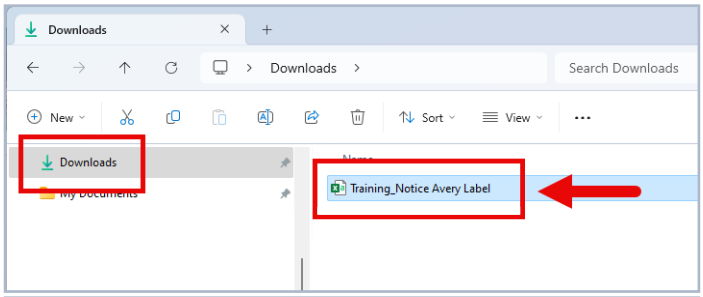
A **labels preview screen** is displayed and the Print Preview icon [] is toggled on (solid orange).
Validate the information on the labels. Use the menu options to **navigate**, **search**, and **zoom** in and out of the pages of labels in the batch.



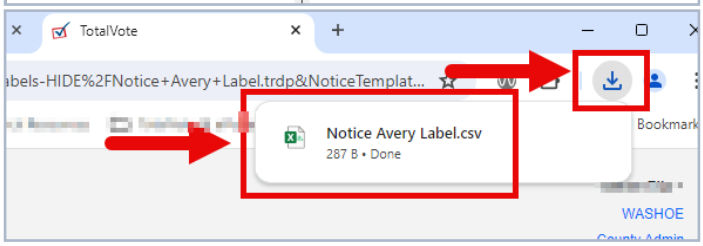
In the labels preview menu, click the Download icon [].
Select **CSV (comma delimited)** or the file format of your choice.



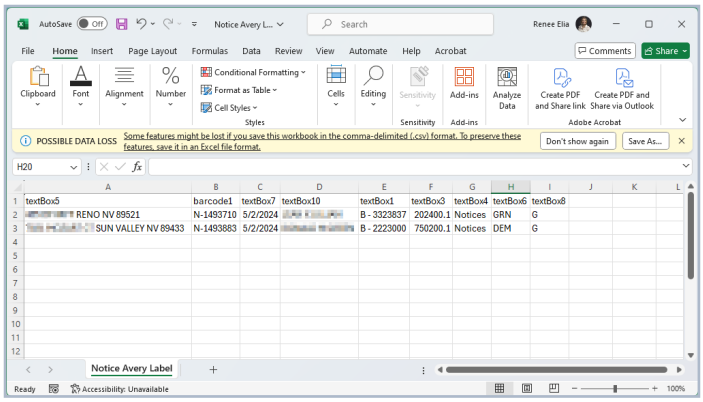
A CSV file is downloaded in a background process to the **Downloads** folder on your computer.
Double-click on the file to open it.



TIP: Click the Download icon **[⍓]** in the browser to open your **Recent Download History**. Click on the file to open it.

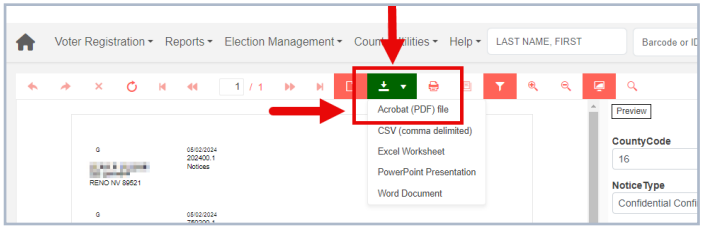


The file opens in the default **spreadsheet program** (such as Microsoft Excel) on your computer.
Continue processing the file according to your county process.
TIP: The CSV contains many field values so you can use it for a mail merge and create notices as desired.

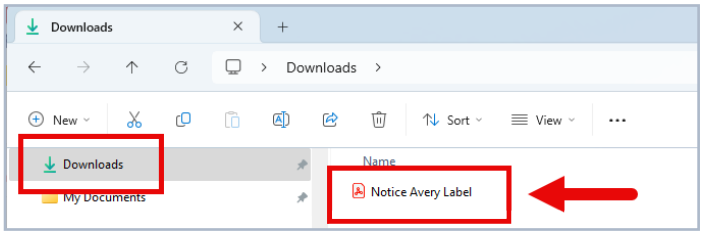


Exporting Address Labels (PDF)

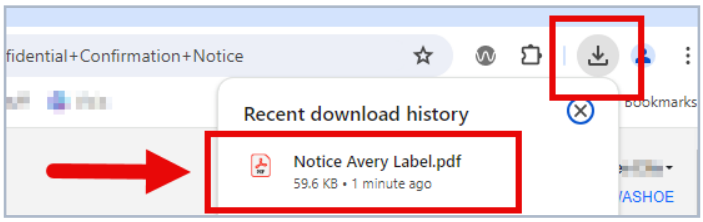
Return to the **labels preview screen**.
To download address labels to PDF format, click the Download icon [⊠], then select **Acrobat (PDF) file**.



A PDF file is exported to the **Downloads** folder on your computer.



TIP: Click the Download icon [⊠] in the browser to open your **Recent Download History**. Click on the file to open it.

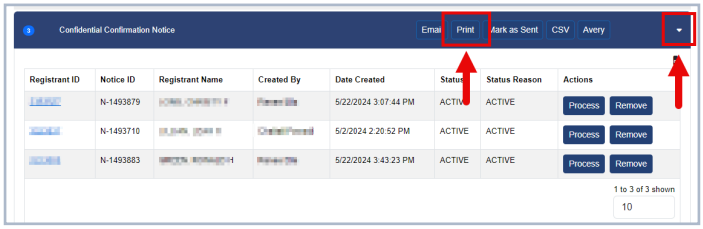


Printing Notices for In-House Mailings

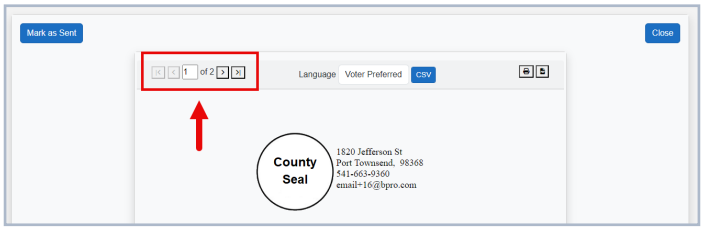
Notices and address labels can be printed in-house in batches or individually for regular or one-off mailings.

Printing a Batch of Unsent Notices

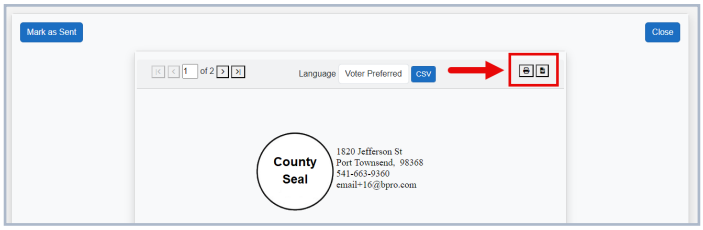
With a notice group expanded on the Dashboard, review the list of unsent notices.
To print all notices under the grouping, click **[Print]** on the group's menu options.



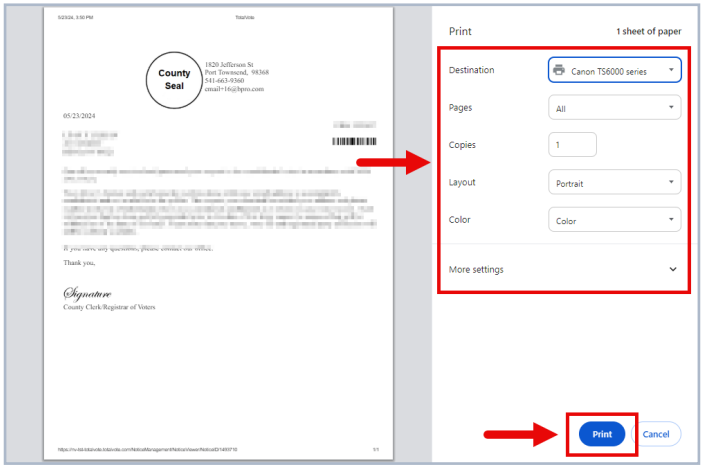
A notice preview screen opens, and all unsent notices in the selected notice type are displayed. Validate the information on the notices. Click the right **[>]** and left **[<]** arrows to view the next and previous page of notices in the batch.



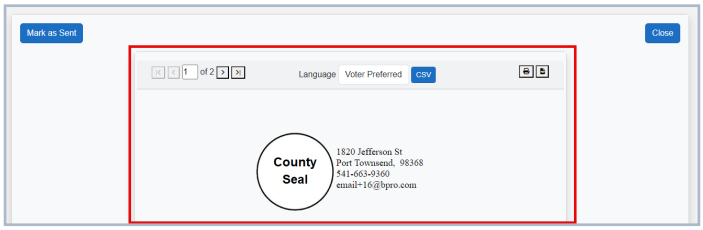
Ensure the correct paper or card stock is properly loaded in the printer tray and Print **[🖶]**.



A **Print** dialog box opens.
Select the **Destination** printer, update any other print settings and **[Print]**.



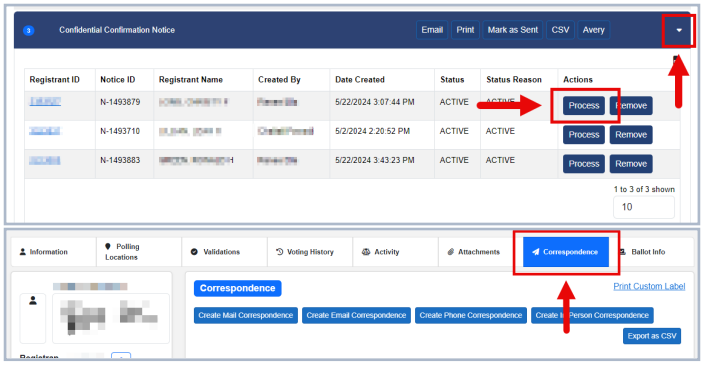
The notice is sent to the Destination printer.
The notice preview screen is displayed.



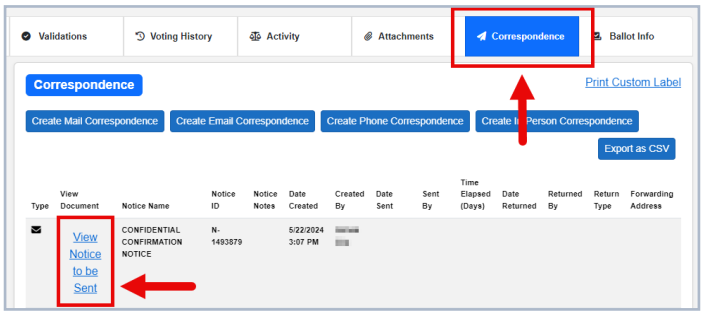
Printing Individual Unsent Notices

With the notice group expanded on the **Dashboard**, click **[Process]** for the desired record.

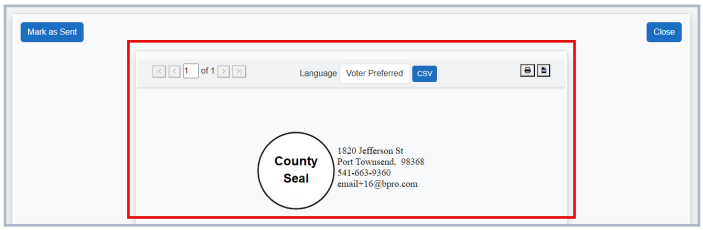
Or search for a voter, open their profile and navigate to the **[Correspondence]** tab.



A list of sent and unsent notices is displayed.
Click **View Notice to be Sent** on the unsent notice you want to print.

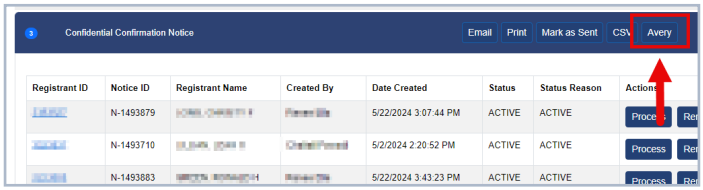


A notice preview screen is displayed.
Review the information on the notice and Print **[ ]**.

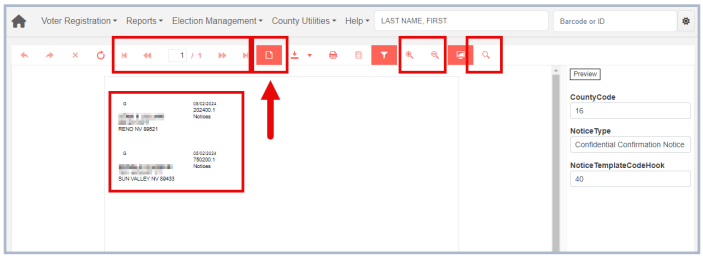


Printing Address Labels (Avery)

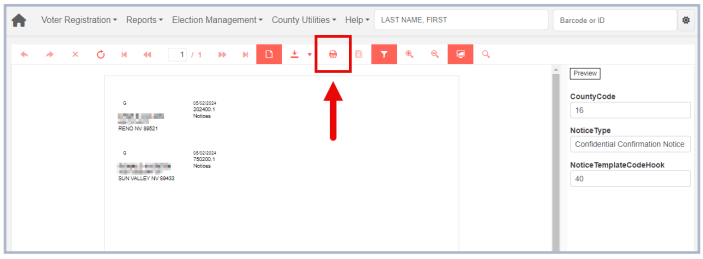
With the notice group expanded on the Dashboard, review the list of unsent notices.
To print mailing labels for all notices under the grouping, click **[Avery]** on group's menu options.



A **labels preview screen** is displayed and the Print Preview icon [] is toggled on (solid orange).
Review label information using the menu option to navigate, search, and zoom in and out of the pages of labels in the batch.



Ensure the label sheet(s) is properly loaded in the printer tray and **Print [🖶]**.



Marking Notices as Sent

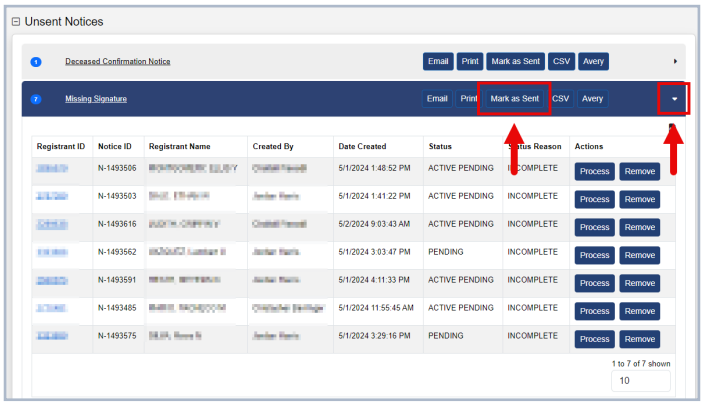
Once notices have been printed and sent to voters, you must mark the notices as sent in TotalVote. You can mark notices as sent in **batches** or **individually**.

Using **Mark as Sent** starts a **background process** to mark the notices as sent for each voter in the list (updating the notice status in the voter's profile on the Correspondence tab), removes the notice(s) from the Unsent Notices queue on the Dashboard, starts any applicable 33-day or 15-day processes, generates a CSV file of the batch of notices, and creates a PDF for each notice.

Example: Missing Signature Notice

Marking a Batch of Notices as Sent

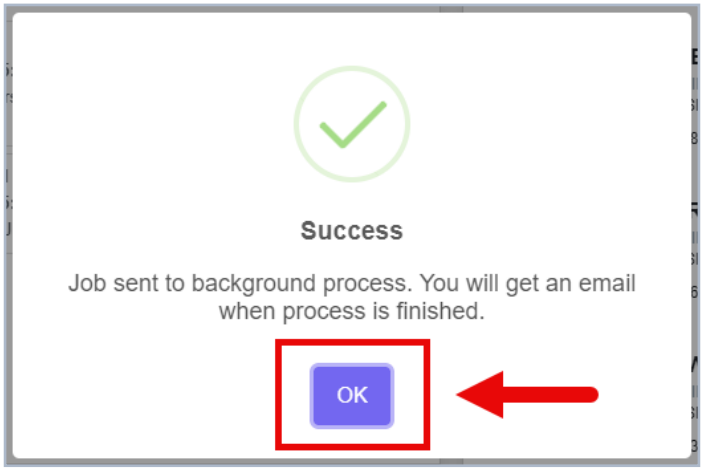
With the notice group expanded on the Dashboard, review the list of unsent notices.
After all notices in the list are sent per your county process, click **[Mark as Sent]** on the group's menu options.



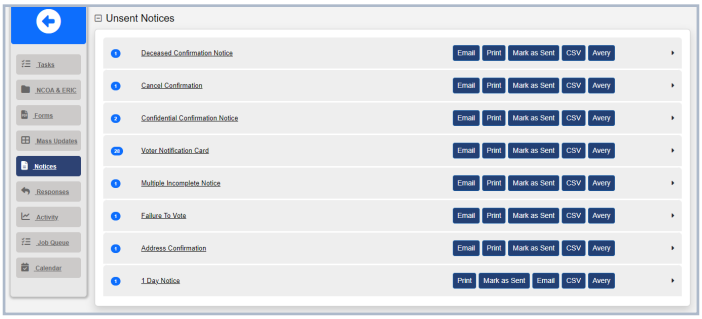
A notification screen is displayed. To continue marking all notices in the queue type as sent, click **[Yes]**.



A confirmation message is displayed, and the system starts generating the CSV file in a background process.
Click **[OK].**



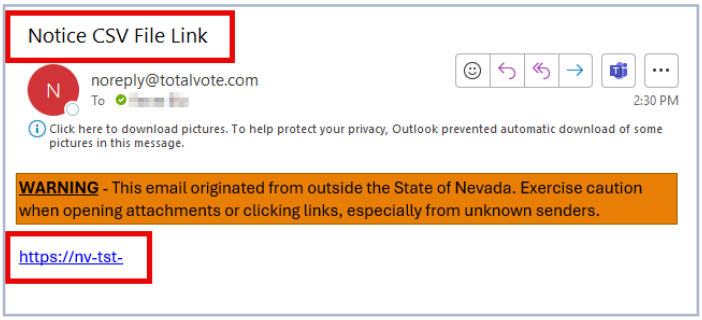
The notification closes and you are returned to the Unsent Notices queue.
The sent notices are removed from the Unsent Notices queue on the Dashboard.



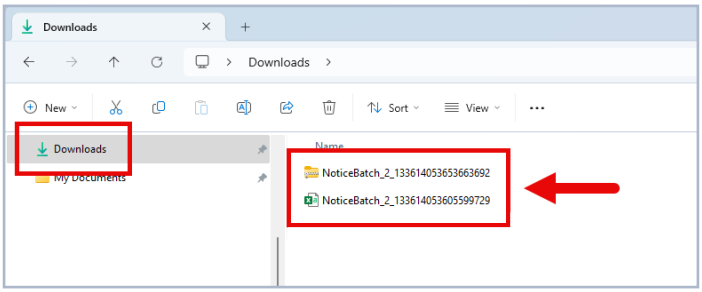
Email Notifications

When the background process is finished, TotalVote sends **two emails** from **noreply@totalvote.com** to the email address associated to your TotalVote user account. The first email contains a link to the **batch CSV file** (the file can also be found in the job queue in Mark Notice Batch as Sent). The second email contains a link to the **batch PDFs**.

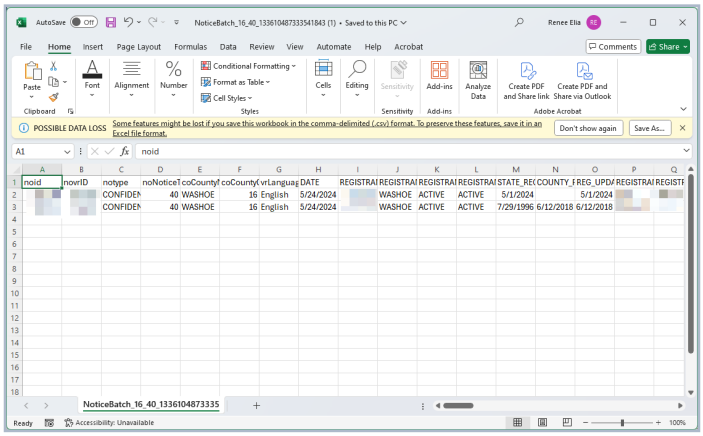
The first email's subject line reads **Notice CSV File Link.** The email contains a link to a **CSV** file containing information on all voters that were sent a notice for the selected notice group type.
Open the **email**.
Click the **link** in the email.



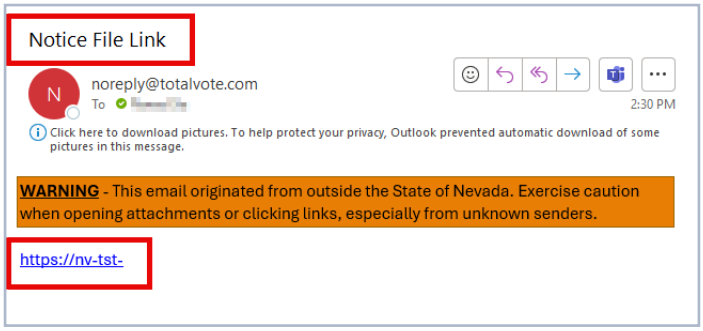
Your web browser opens.
The **CSV** and **.zip** files are downloaded in a background process to the **Downloads** folder on your computer.
Double-click on the files to open them.
TIP: Click the **[Download icon]** in the browser to open your **Recent Download History**. Click on the file to open it.



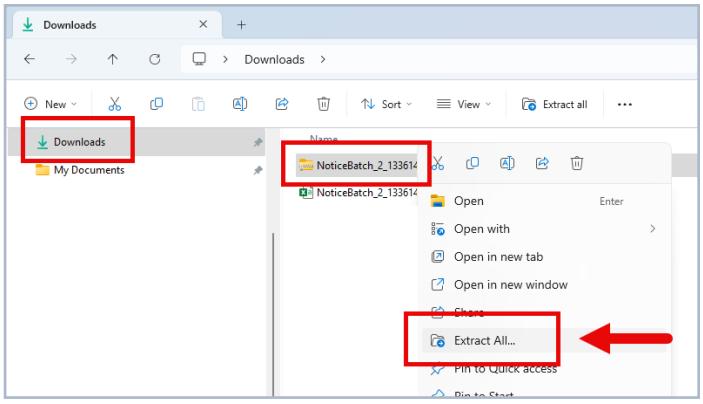
The CSV file opens in the default **spreadsheet program** (such as Microsoft Excel) on your computer.
Continue processing the file according to your county process.



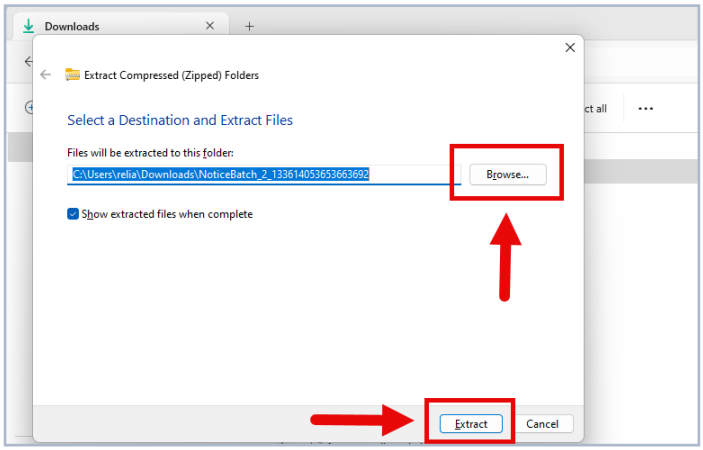
The second email's subject line reads **Notice File Link**. The email contains a link to a **.zip file** of a **PDF file** containing all correspondence that was sent to the voters in the selected notice group type.
Open the **email**.
Click the **link** in the email.
TIP: The PDF can be used for an audit of what was marked sent and as a tool to print the notices.



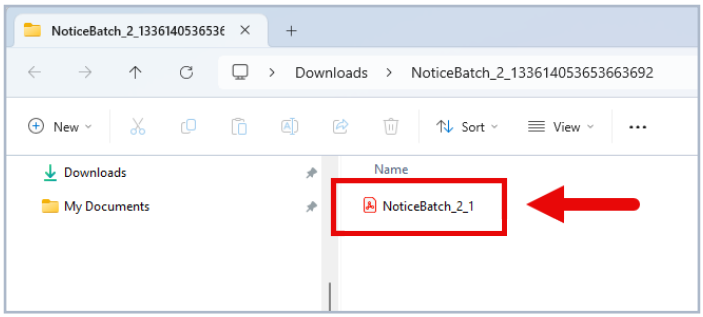
The .zip file is downloaded to the **Downloads** folder on your computer.
Right-click on the **.zip folder** and select **Extract All...** in the menu.



An **Extract Compressed (Zipped) Folders** dialog box opens.
Click **[Browse…]** and select the desired destination folder on your computer or network drive to save the extracted file in.
Update the **File name** if required.
Click **[Extract]**.

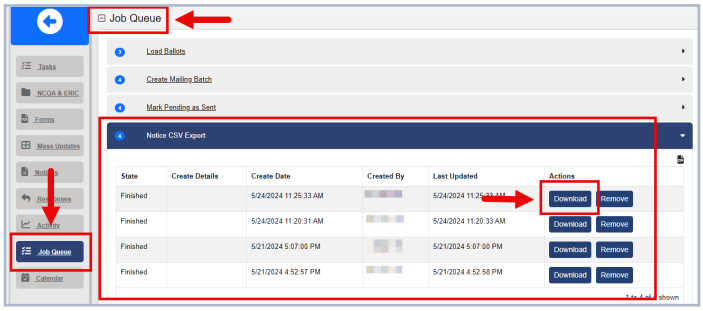


The destination folder opens, and the **extracted PDF** is displayed.
Continue processing the file according to your county process.

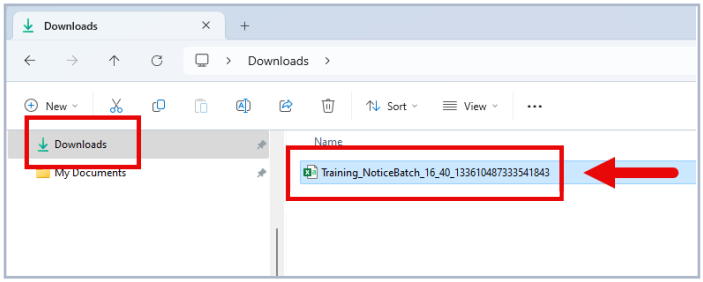


Notice CSV Export Queue

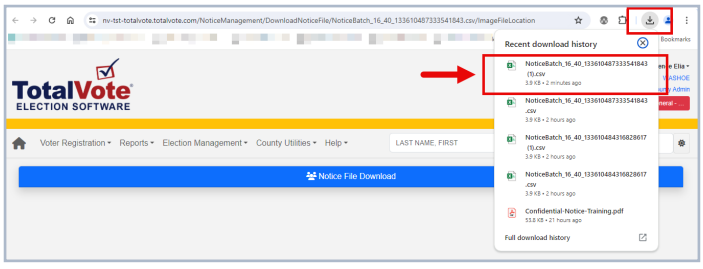
In addition to receiving the **Notice CSV File Link** email notification, the CSV file is available to download from the **Dashboard** under **Job Queue** > **Notice CSV Export** queue.
To download the file, under **Actions**, click **[Download]**.



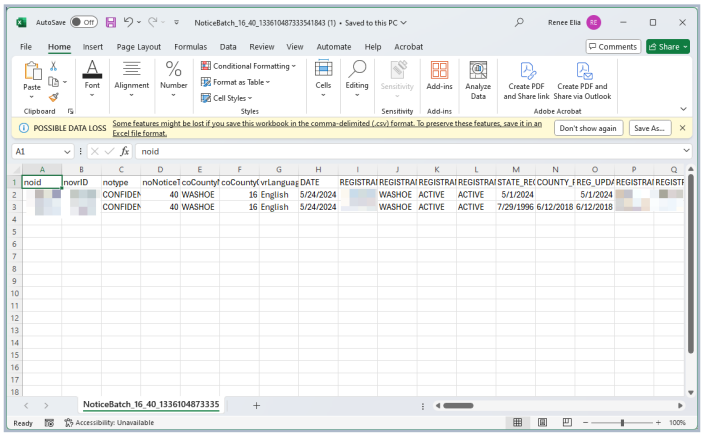
The CSV file is downloaded in a background process to the **Downloads** folder on your computer.
Double-click on the file to open it.



TIP: Click the Download icon [⍓] in the browser to open your **Recent Download History**. Click on the file to open it.

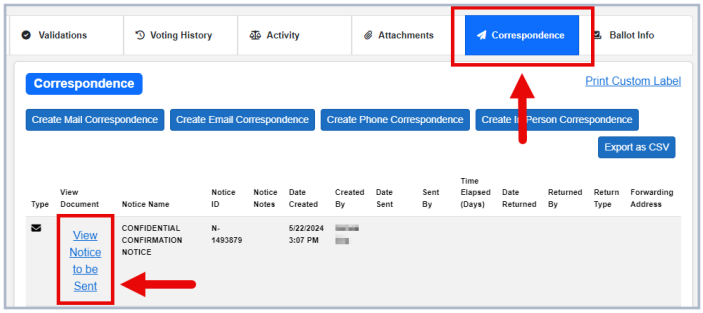


The file opens in the default **spreadsheet program** (such as Microsoft Excel) on your computer.
Continue processing the file according to your county process.

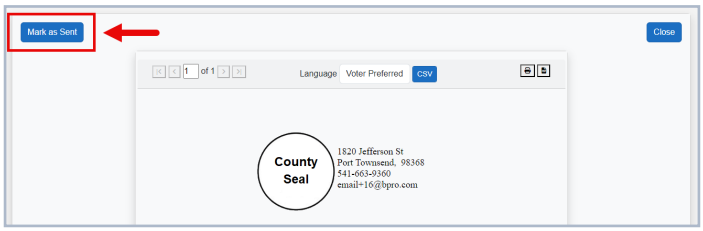


Marking an Individual Notice as Sent

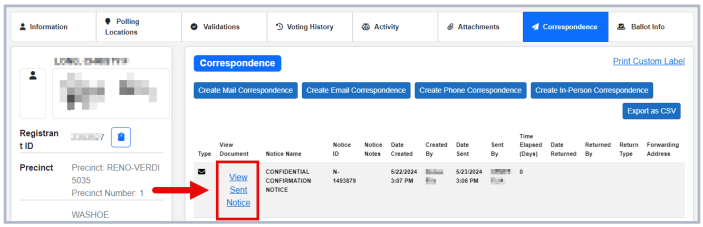
Open a Voter Profile and navigate to the **[Correspondence]** tab.
A list of sent and unsent notices is displayed.
Click **View Notice to be Sent** on the unsent notice you want to print.



A notice preview screen is displayed.
After the notice is sent to the voter per your county process, click **[Mark as Sent]**.



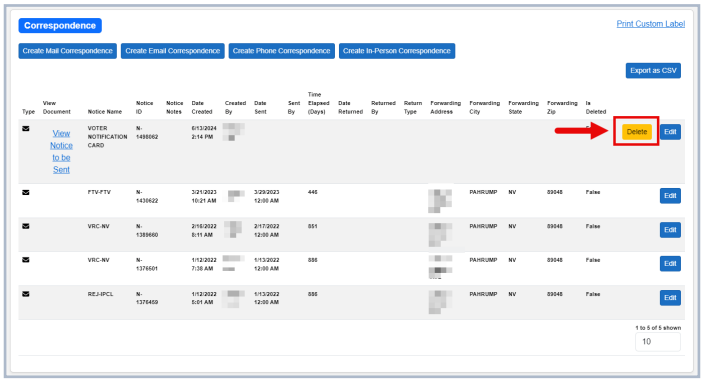
The notice closes and you are returned to the **[Correspondence]** tab in the Voter Profile.
To view the sent document, click **View Sent Notice**.
TIP: The notice is removed from the Notices queue on the Dashboard and included in the **Sent (Printed) Notices w/ Address** report.
See Running Sent Notices Reports below.



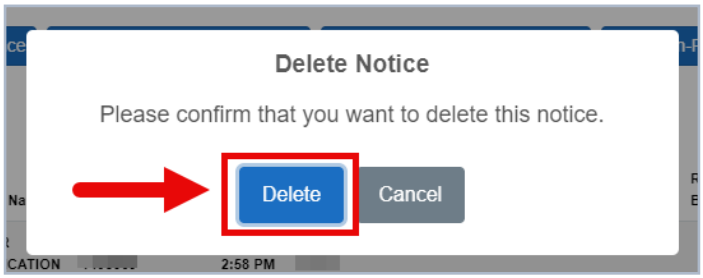
Deleting Unsent Notices

A notice can be deleted before being marked as sent. Sent notices cannot be deleted.

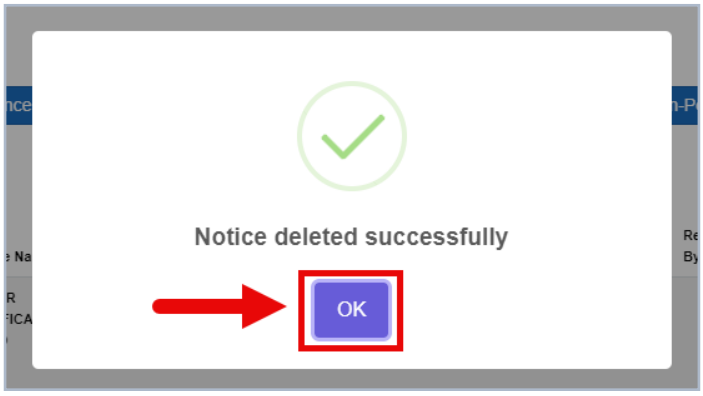
In the Correspondence list, identify the unsent notice to delete.
Click **[Delete]**.



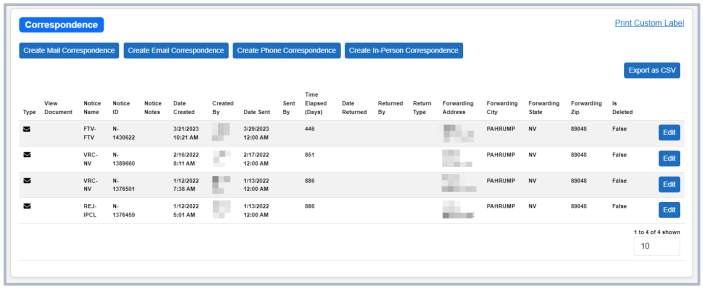
A **Delete Notice** confirmation window is displayed.
Click **[Delete]**.



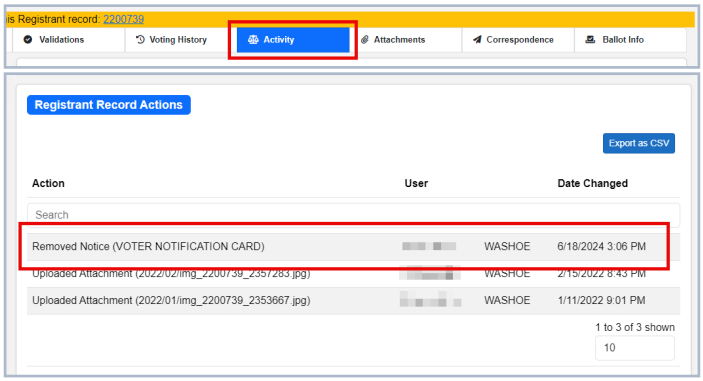
A confirmation that the notice was deleted successfully is displayed.
Click **[OK]**.



You are returned to the Correspondence list on the Voter Profile.
The notice is removed from the Correspondence list.



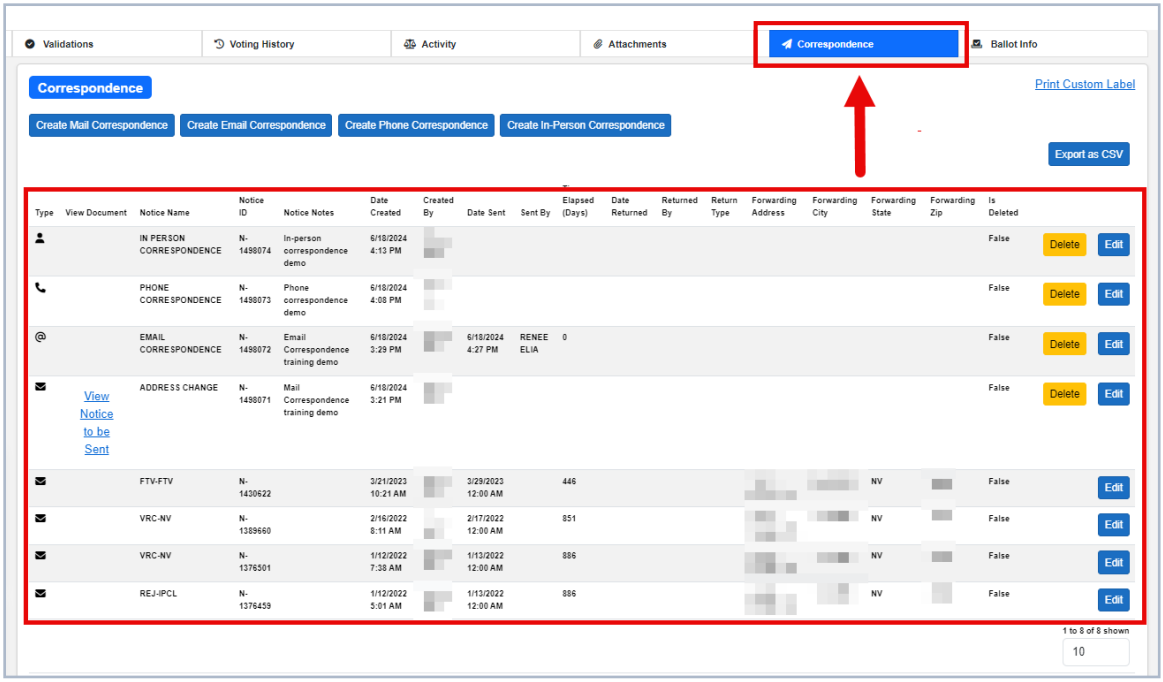
On the **[Activity]** tab, under **Registrant Record Activities**, a record of the activity shows the notice was removed.



Recording a Correspondence Activity

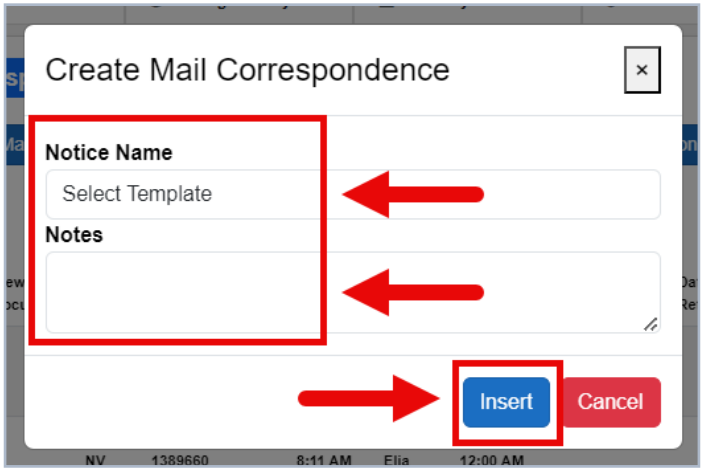
TotalVote allows you to create a notice or record a **mail**, **email**, **telephone** or **in-person** correspondence activity from the voter record under the **[Correspondence]** tab.

A list of all sent and unsent notices and other correspondence is displayed.

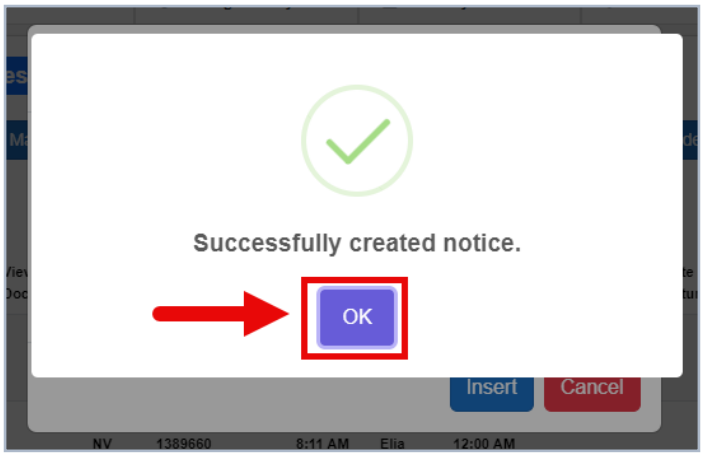


Mail Correspondence

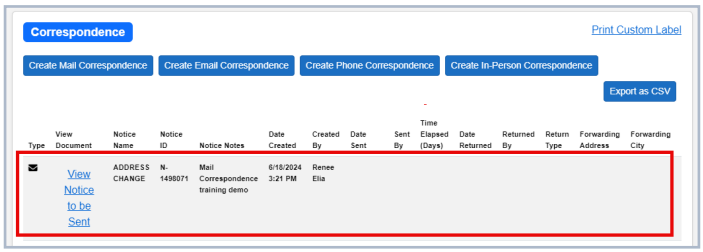
To add a mail correspondence to the voter's correspondence list, click **[Create Mail Correspondence]**.
Select a template in the **Notice Name** dropdown.
Enter **Notes** about the correspondence.
Click **[Insert]**.



A success notification is displayed.
Click **[OK]**.

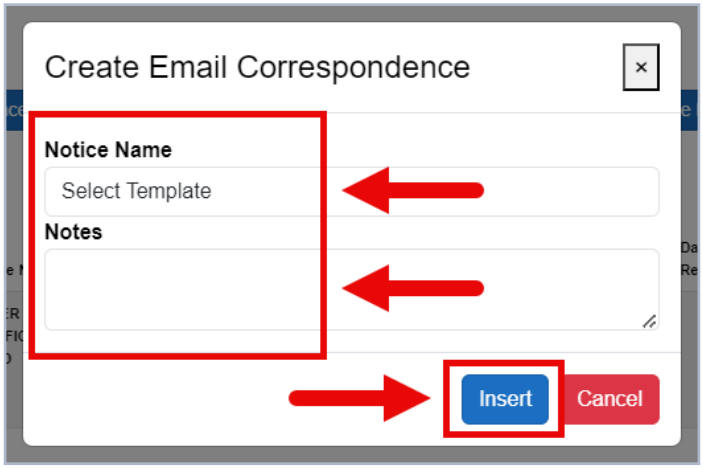


You are returned to the [**Correspondence**] tab on the Voter Profile, and the notice is displayed in the list.

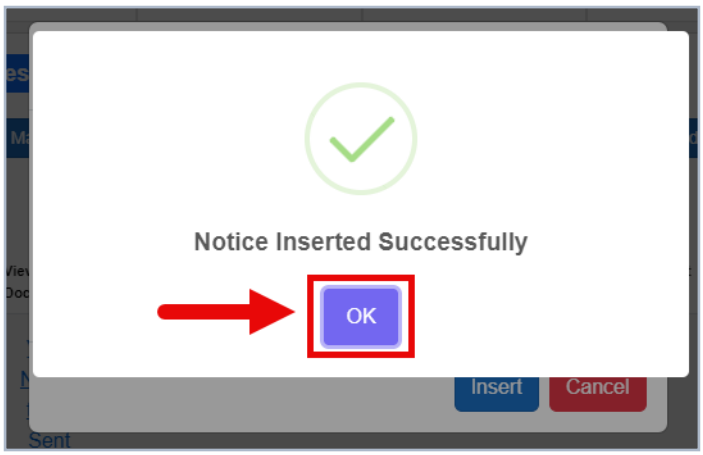


Email Correspondence

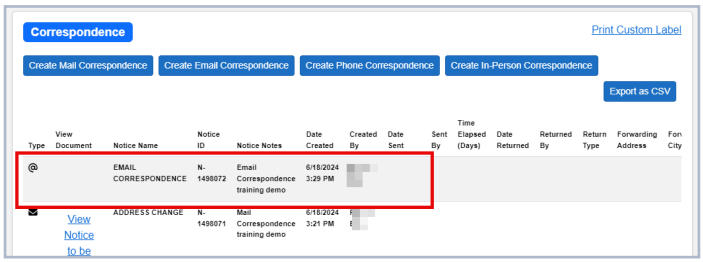
To add an in-person correspondence to the voter's correspondence list, click **[Create Email Correspondence]**.
Select a template in the **Notice Name** dropdown.
Enter **Notes** about the correspondence.
Click **[Insert]**.



A success notification is displayed.
Click **[OK]**.

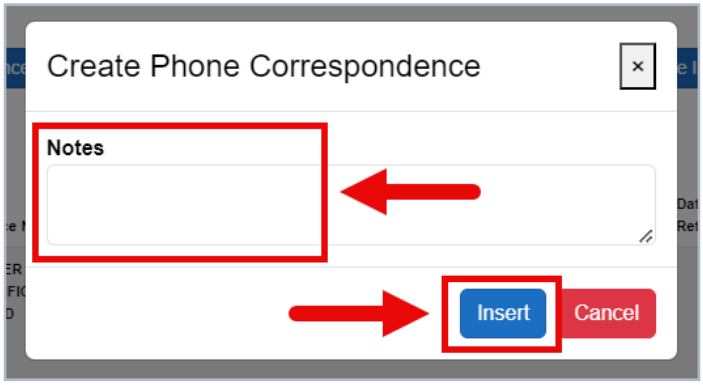


You are returned to the [**Correspondence**] tab on the Voter Profile, and the notice is displayed in the list.



Phone Correspondence

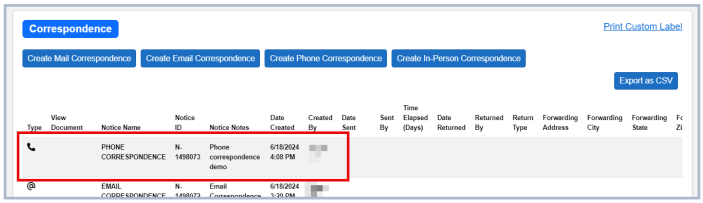
To add a phone call correspondence to the voter's correspondence list, click **[Create Phone Correspondence]**.
Enter **Notes** about the correspondence.
Click **[Insert]**.



A success notification is displayed.
Click **[OK]**.

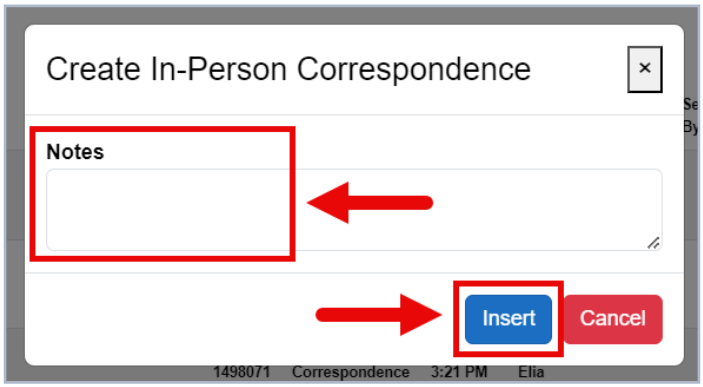


You are returned to the [**Correspondence**] tab on the Voter Profile, and the notice is displayed in the list.

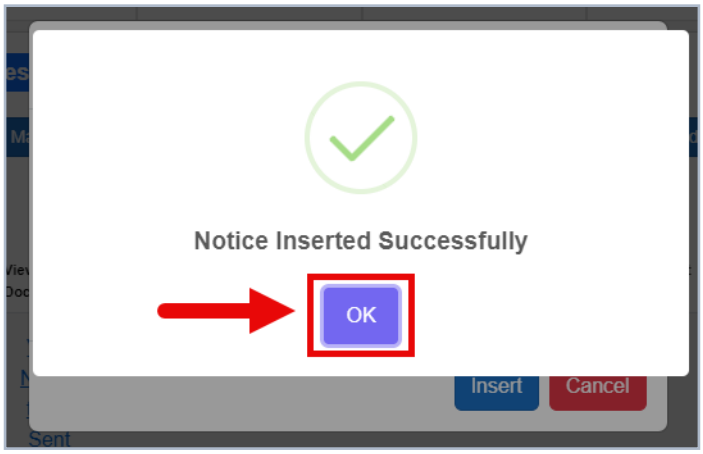


In-Person Correspondence

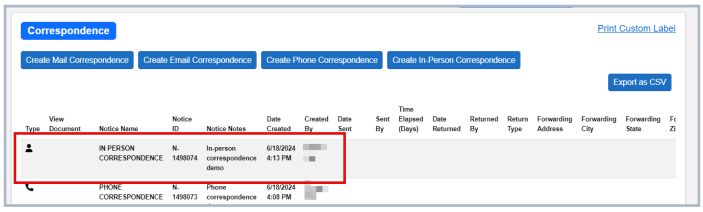
To add an in-person correspondence to the voter's correspondence list, click **[Create In-Person Correspondence]**.
Enter **Notes** about the correspondence.
Click **[Insert]**.



A success notification is displayed.
Click **[OK]**.



You are returned to the [**Correspondence**] tab on the Voter Profile, and the notice is displayed in the list.

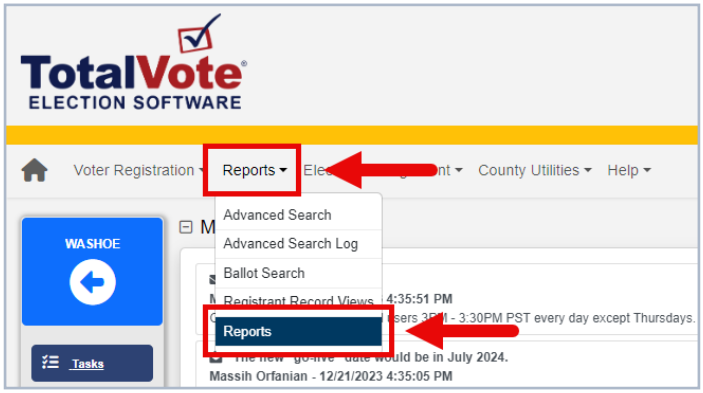


Reporting

To run a report of notices sent to voters for a specific timeframe and/or notice type, you can run the **Sent (Printed) Notices with Address** canned report in TotalVote.

Running the Sent Notices Reports

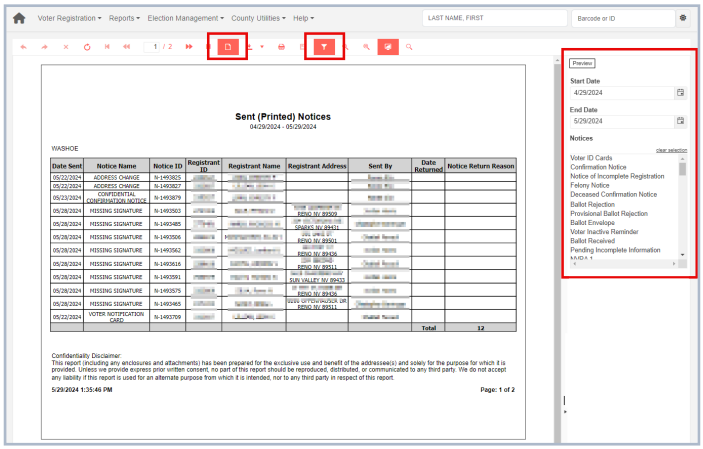
From the Navigation bar, select **Reports** > **Reports**.



Under the **Voter Registration** section, select **Sent (Printed) Notices with Address**.



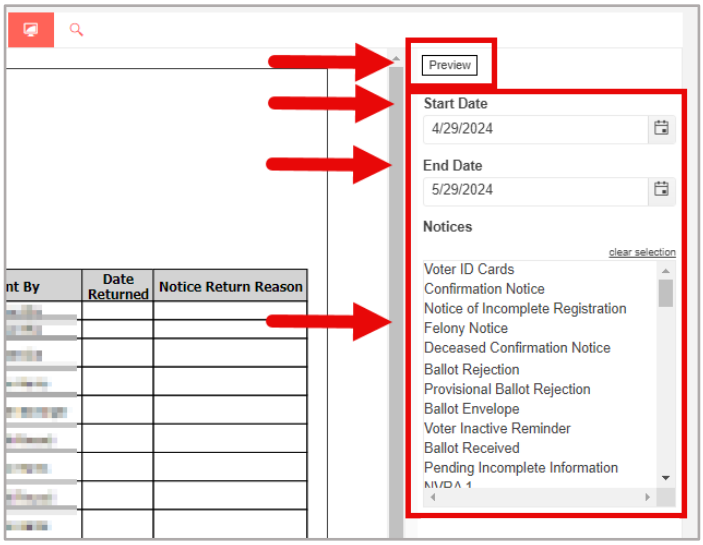
The **Sent (Printed) Notices** Report Builder screen is displayed.
The Print Preview icon [⊠] and Parameters Filter icon [⊠] is toggled on (solid orange).



Use the **report toolbar** to adjust the **view**, and **search** in the report's contents.



Update the **Start Date**, **End Date**, and **Notices** type parameters, as needed. Click **[Preview]** to refresh the report.

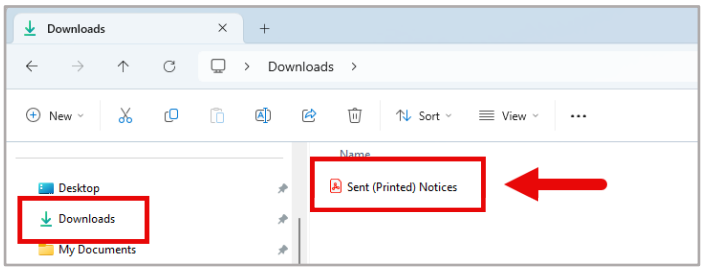


Downloading the Sent Notices Report

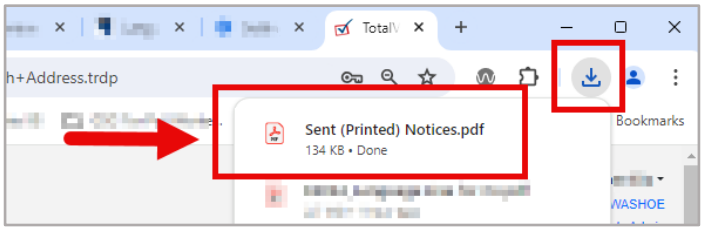
Navigate to the Report Builder screen. To download the report, click the Download icon [⊠] in the report toolbar.
Select a desired file format from the file format options.



The file is downloaded in the selected format in a background process to the **Downloads** folder on your computer.
Double-click on the file to open it.
Continue processing the file according to your county process.

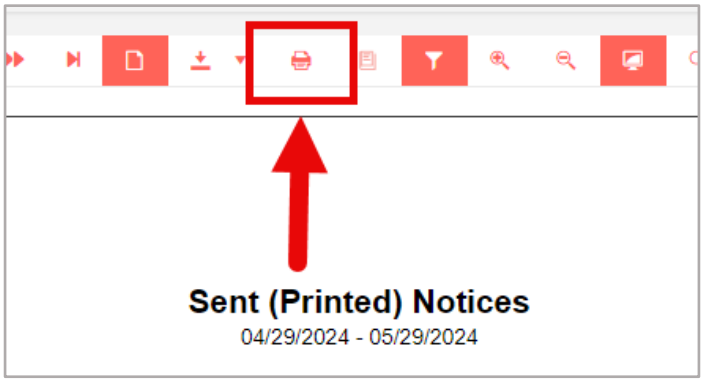


TIP: Click the Download icon [⊠] in the browser to open your **Recent Download History**. Click on the file to open it.

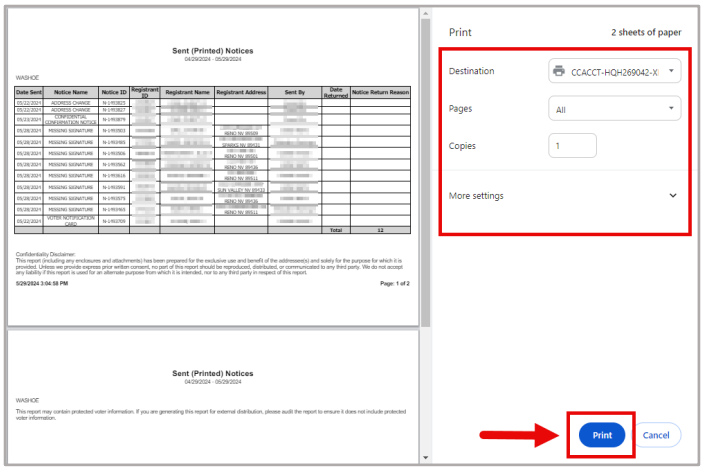


Printing the Sent Notices Report

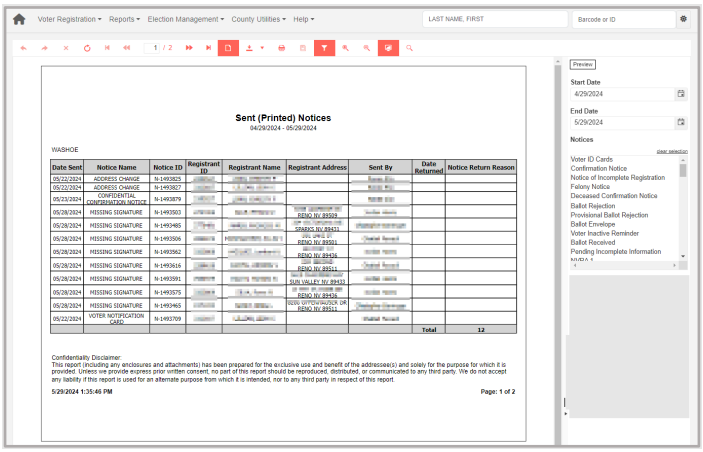
Navigate to the Report Builder screen. To print the report, click the click the Printer icon **[⎙]** in the report toolbar.



A **Print** dialog box opens. Select the appropriate **Destination** printer. Update other print settings as needed. Click **[Print]**.



The notice is sent to the Destination printer to be printed. The Print dialog box closes, and you are returned to the Sent (Printed) Notices screen



Next Step: Processing Returned Notices

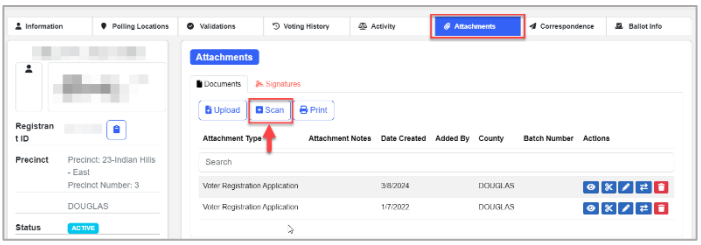
Processing Forms and Returned Notices

This document covers processes required to identify the signature area of a form or notice, and to scan and attach individual forms to a voter profile.

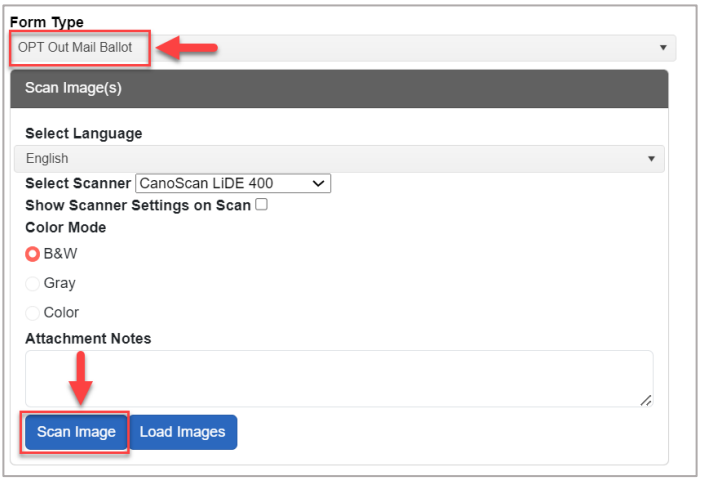
Scanning a Form or Returned Notice

Process individual forms from the **Attachments** tab of the Voter Profile.

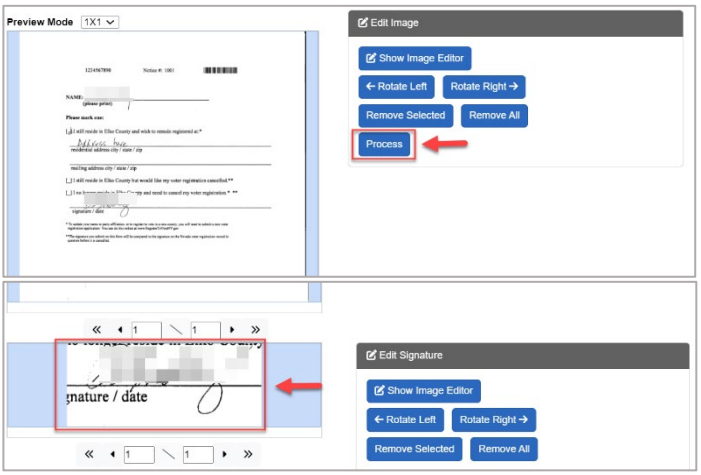
Locate the voter profile using Quick Search and select the **Attachments** tab.
Click **[Scan]**.



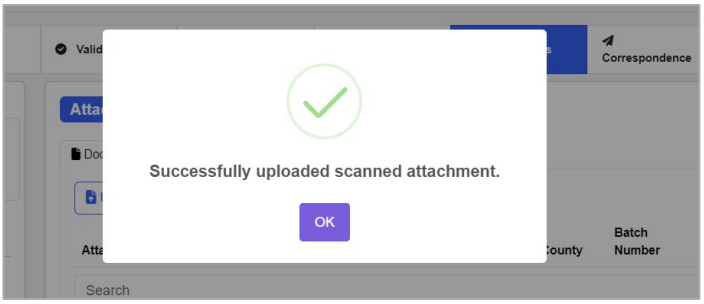
Select Form Type and [Scan Image].
Note: If no **Form Type** is selected, Scanner settings will be blank and cannot be selected.



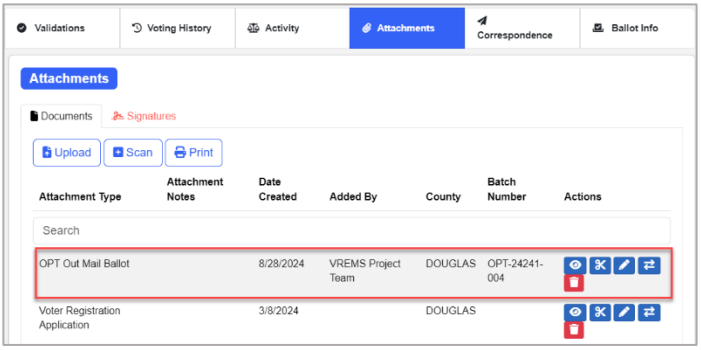
Scroll down and note that the signature is displayed in a separate image editor box.
Confirm the signature is displayed correctly and scroll back up to select **[Process]**.



TotalVote displays Successfully uploaded scanned attachment. Click **[OK]**.



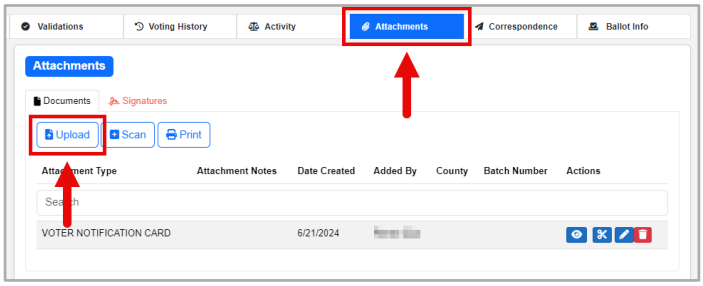
Confirm the scanned notice is now an Attachment in the voter profile.



Uploading a Form or Notice

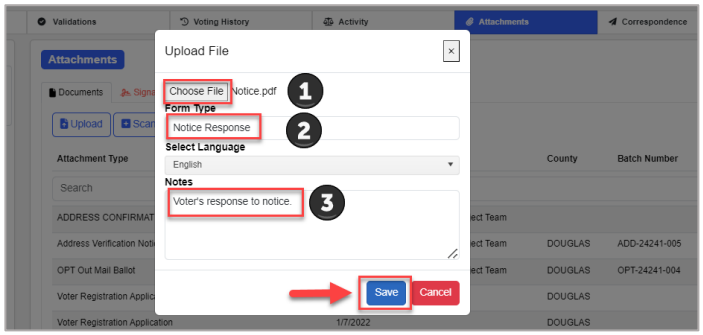
Forms and notices can be scanned in groups and individually attached to voter profiles.

Scan and save notices individually.
Locate the Voter Profile and select the **[Attachments]** tab.
Click **[Upload]**.

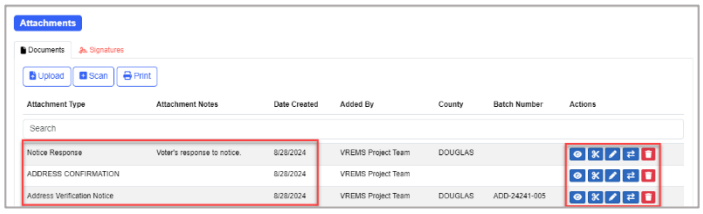


1. **[Choose File]** and navigate to the scanned notice and **[Open]**.
2. Select the **Form Type**.
   If the item is a voter response, select **Notice Response**.
3. Add explanatory **Notes**.

Click **[Save]**.



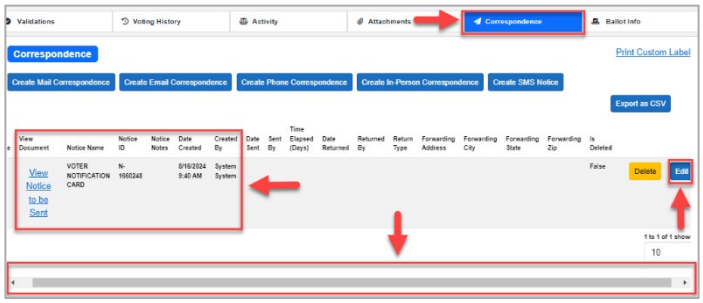
Confirm the uploaded file is displayed in the list of Attachments.
TIP: Attached notices can be viewed, used for signature clip, edited, transferred or deleted using the **Action** icons.



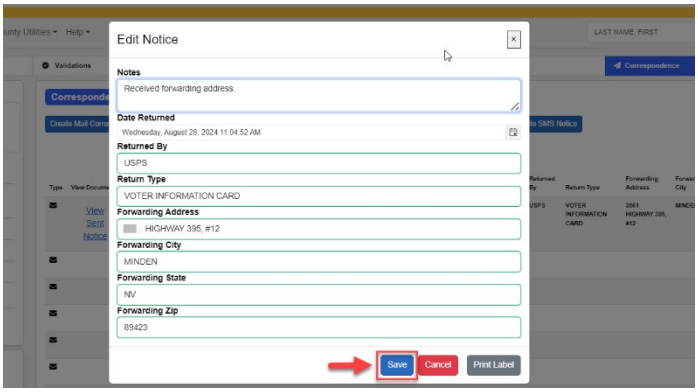
Updating Correspondence Activity

If the items added to Attachments was in response to a Notice, locate that Sent Notice and update the record with information from the Returned Notice.

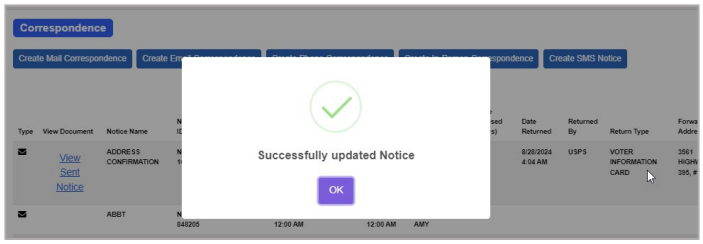
Locate the Sent notice in the **[Correspondence]** tab.
Scroll to the right and click **[Edit]**.
Note: If **[Edit]** is not displayed, use [Ctrl]-[-] to zoom out or use the horizontal scroll bar to scroll right.



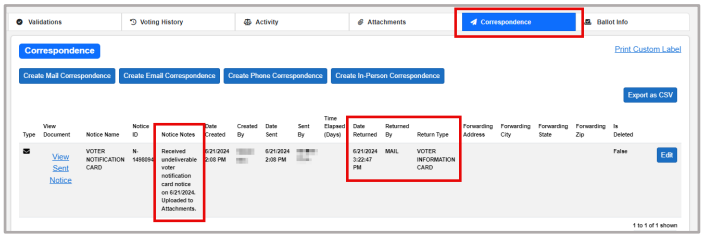
Complete details about the returned notice and **[Save]**.



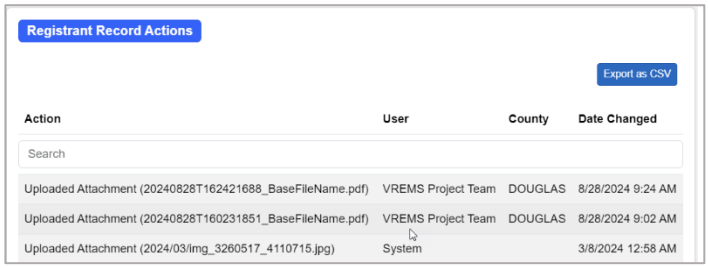
TotalVote prompts Successfully updated Notice.
Click **[OK]**.



Confirm that Notes and notice return details are updated in the **[Correspondence]** tab.



Note that each form or notice sent to or received from the voter is recorded in the **[Activity]** tab under **Registrant Record Actions**.



Merging Duplicate Profiles

The process of consolidating the voter data from all Nevada counties into a single voter registration database will naturally result in multiple profiles for any voter who moved between Nevada counties. Initial database “cleanup” will require counties to work through all the duplicates TotalVote identifies based on unique personal identifying information (e.g., DOB, SSN4, DL#).

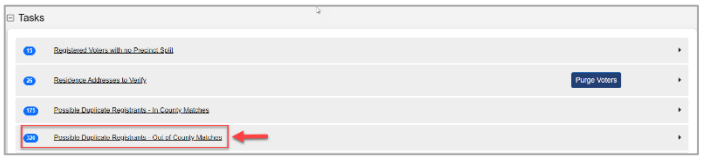
Potential duplicates are organized into two Task queues – in-county matches and out of county matches. Counties can also merge known duplicates that do not show up in a Duplicates task queue.

Out of county record matches will show up in the Task queue of all counties impacted by the duplication. Any county can handle the merge. The county of current residence is the county that will issue the new Voter Notification Card.
This document covers two methods of merging duplicate profiles.

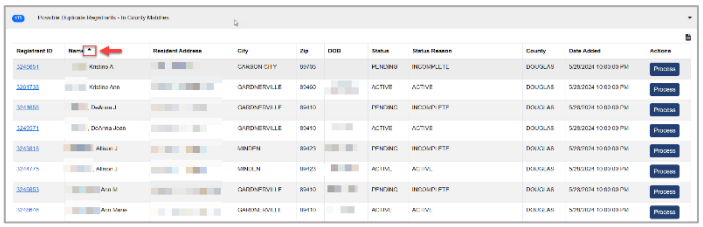
Merging Duplicates from the Task Queue

In-County and Out of County duplicates are processed from different Task queues using the same steps.

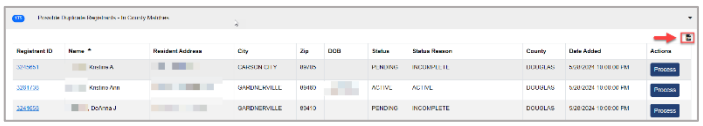
From the TotalVote Dashboard Task queue, select Possible Duplicate Registrants – Out of County Matches or Possible Duplicate Registrants – In County Matches.



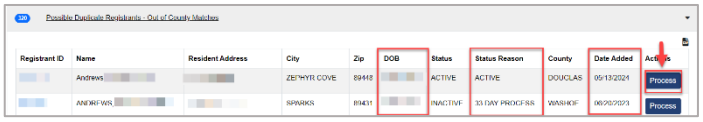
Duplicates are listed in alphabetical order by last name. Each line represents a unique voter profile. Click into any column heading to sort the rows in any other order.



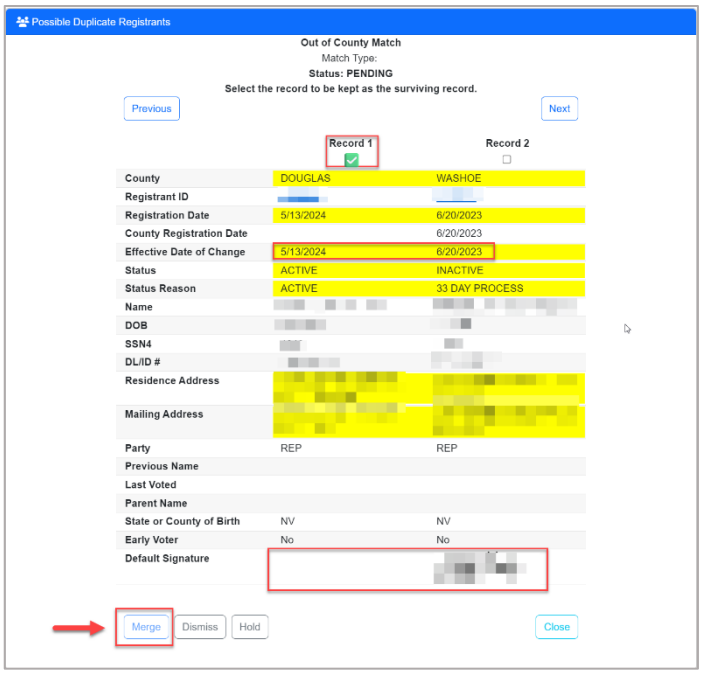
To create an audit trail, click in the upper right corner of the Task queue to export a CSV of all records.



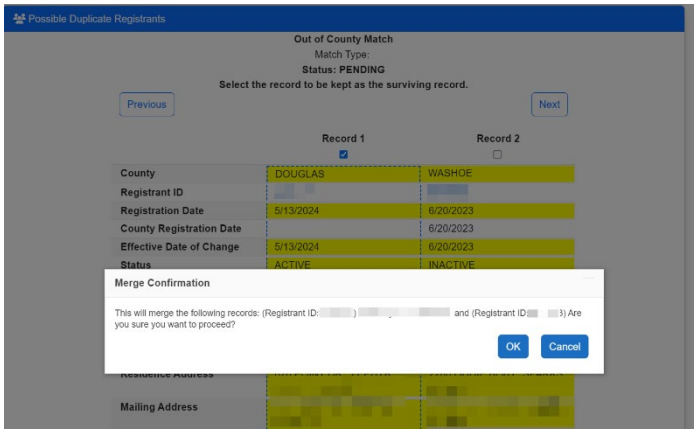
Click **[Process]** on either line of a pair of profiles to launch the merge process.



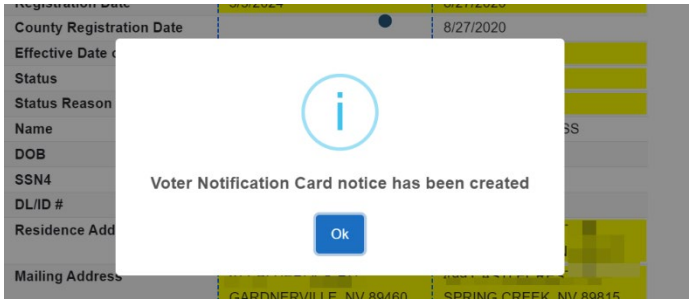
Compare the two records paying special attention to personal identifying information (DOB, DL#, SSN4), status, and **Effective Date of Change**.
The record with the most recent Effective Date of Change will most likely (but not always) be the best record to designate as the surviving record.
If the records match, **select the most current** and click **[Merge]**.



A Merge Confirmation warning is displayed.
Confirm you have selected the correct record as the surviving record, then click **[OK]**.
IMPORTANT: Merge carefully! There is no "undo" function for Merged records. If you incorrectly merge a record, contact the VREMS Help Desk for assistance.



TotalVote generates a Voter Notification Card for the surviving profile.
Note: The Voter Notification Card will be found in Unsent Notices for the receiving county, no matter which county completed the merge process.



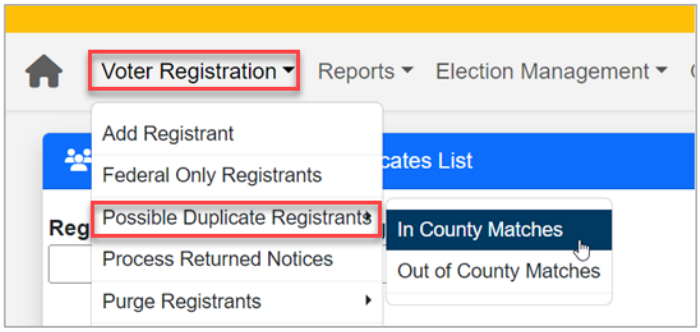
TotalVote retains the signature of the merged record if the surviving record did not have a signature. Click **[Next]** to go to the next record in that queue or **[Close]**.



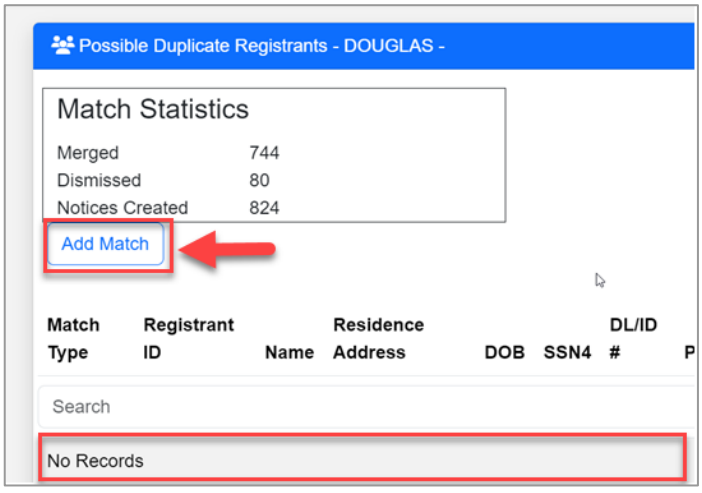
Merging Specific Profiles

If TotalVote has not flagged duplicate voter profiles, merge duplicate profiles directly.

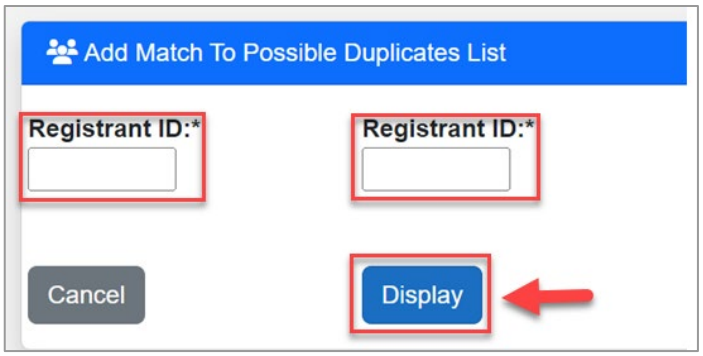
From the Navigation bar, select **Voter Registration** > **Possible Duplicate Registrants**.52



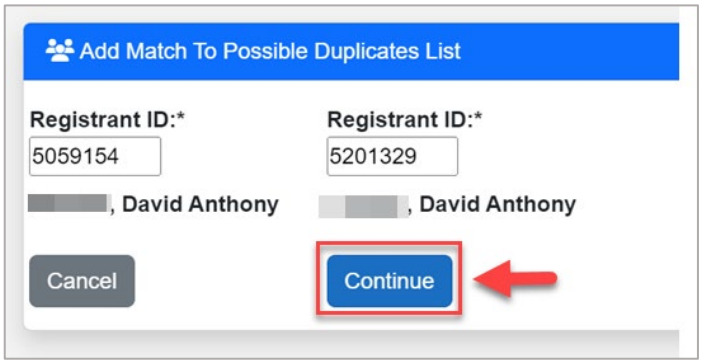
If the duplicate is not listed, click **[Add Match]**.



Enter voter profile ID numbers in the **Registrant ID:*** fields and click **[Display]**.



The names of the registrants are displayed below each ID.
If the names match, click **[Continue]**.



Carefully compare the two records and **[Merge]** as above.5



Setting Up Polling Places

This document covers processes associated with setting up Polling Places in TotalVote.

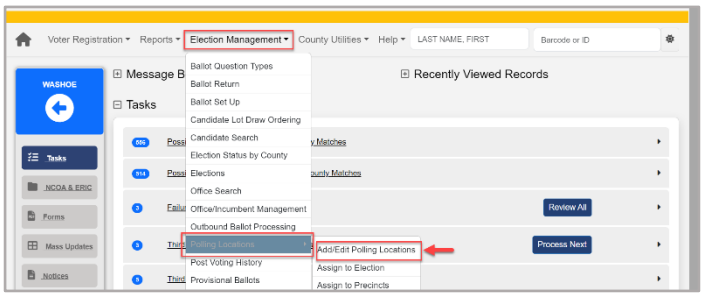
To set up TotalVote for the first time, create and then assign polling places to the election. Going forward, copy polling locations from a prior election, adding and updating polling place information as needed.

Creating Polling Places

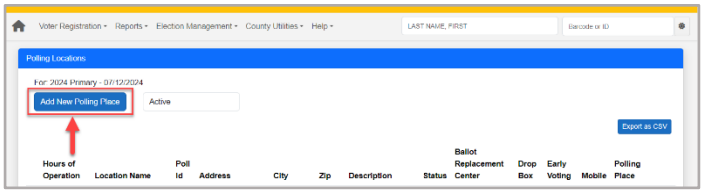
If a polling place will serve *both* **Early Voting** and **Election Day**, **create two profiles**, e.g., -Firehouse_EV and Firehouse_ED.

Create a **separate profile** for ballot **Drop Box-only** locations, e.g., GIDOffice_DB. Ensure **Polling Place** and **Vote Center** check boxes are blank for those locations.

On the Navigation bar, select Election Management > Polling Locations > Add/Edit Polling Locations.

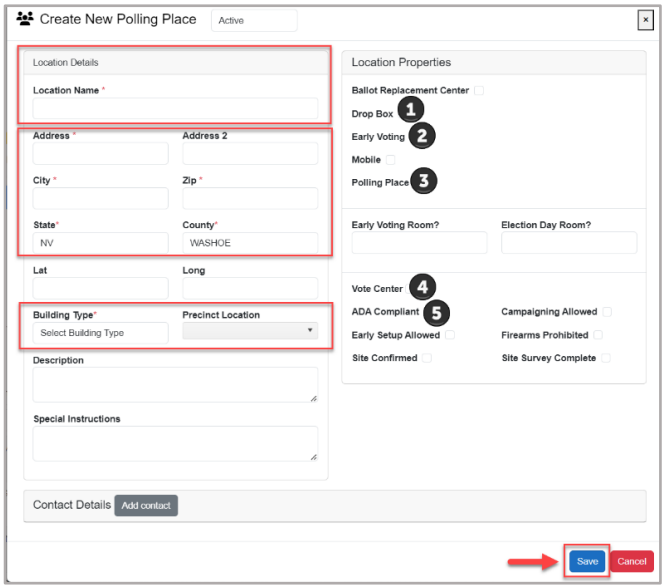


Click **[Add New Polling Place]**. The Create New Polling Place screen appears.



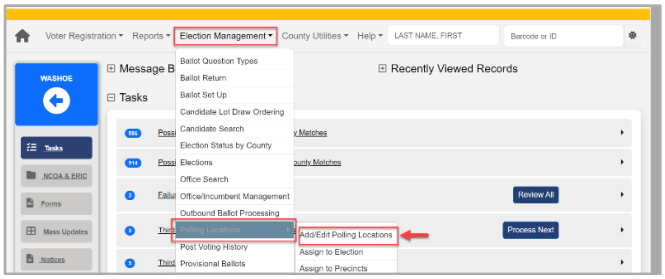
Provide a Location Name, enter required* Location Details and Location Properties, and [Save]. Essential **Location Properties** include:

- Drop Box
- Early Voting
- **Polling Place**
  Location that can only serve voters from specific precincts *(This is not a common situation.)*
- **Vote Center**
  Location that can serve voters from any county precinct
- **ADA Compliant**
  Meets eac.gov Best Practices: Accessibility In-Person Voting

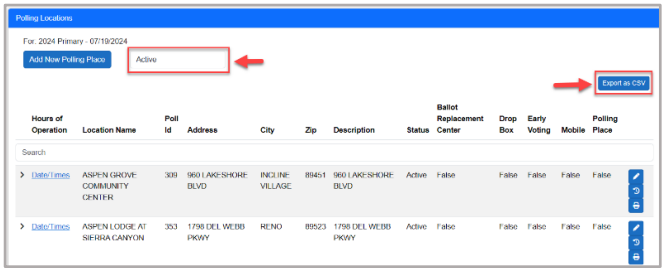


Printing a Polling Place Listing

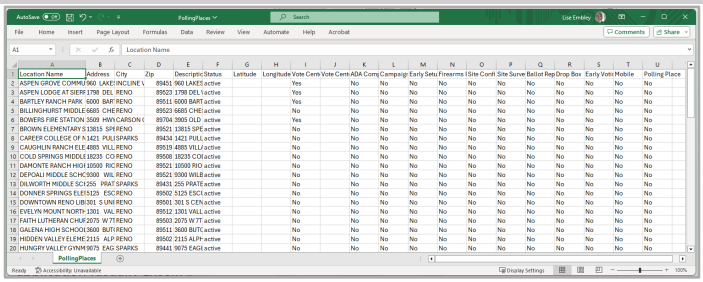
On the Navigation bar, select Election Management > Polling Locations > Add/Edit Polling Locations.



On the Polling Locations screen, click [Export as CSV].
TotalVote exports a list of polling places and location properties that match the selected status (in this example, **Active**).
TIP: Use [Export as CSV] to review **Inactive** or **On Hold** locations before assigning polling places to an election.

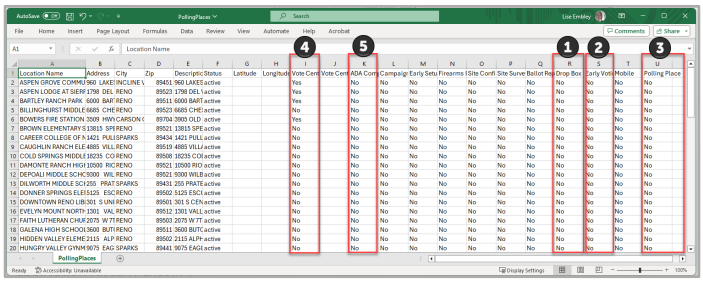


Double click on the file link in the Downloads folder to open the .csv file in your system's default spreadsheet application (usually Excel).
Save the .csv file in spreadsheet format.



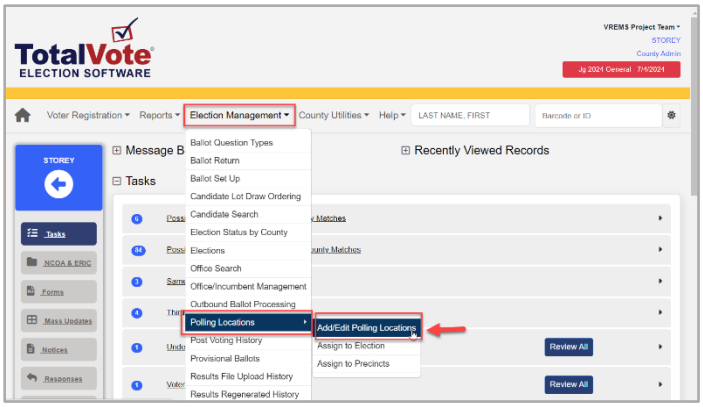
To group polling places by a specific setting, use spreadsheet sort functionality:

- Drop Box
- Early Voting
- Polling Place
- Vote Center
- ADA Compliant

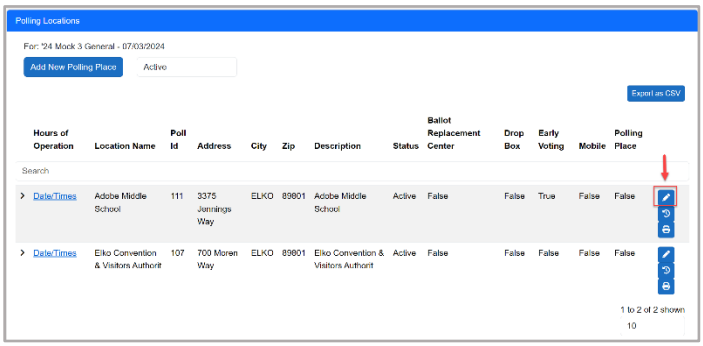


Assigning Polling Places to Elections

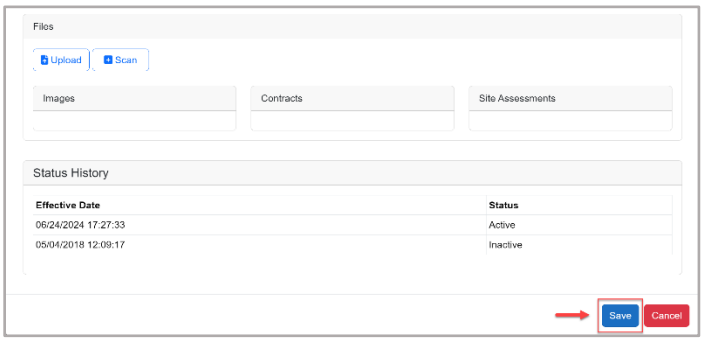
Check location details and status of polling locations and adjust as needed.
From the Navigation bar, select Election Management > Polling Locations > Add/Edit Polling Locations.



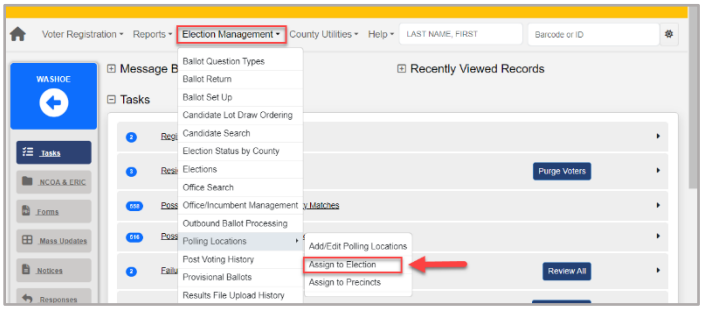
Select ✎ to edit a Polling Place profile.



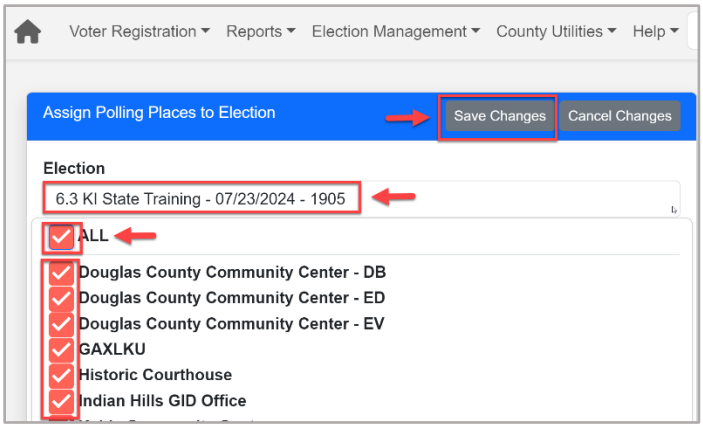
Make any necessary changes and click **[Save]**.



From the Navigation bar, Select Election Management > Polling Locations > Assign to Election.
NOTE: Only **Active** status locations are listed and available to be assigned to an election.

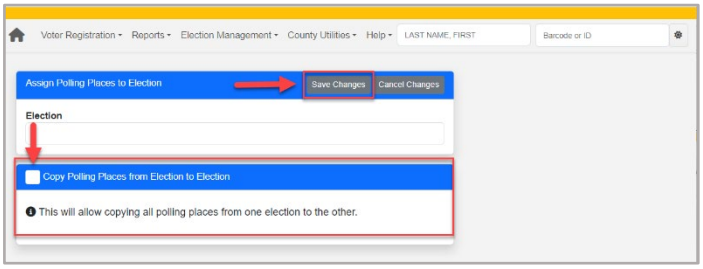


Select the current **Election** from the dropdown list.
Click **ALL** to set that location as a Vote Center accessible to voters from all precincts in the county, or choose specific precincts the polling place will serve, and **[Save Changes]**.

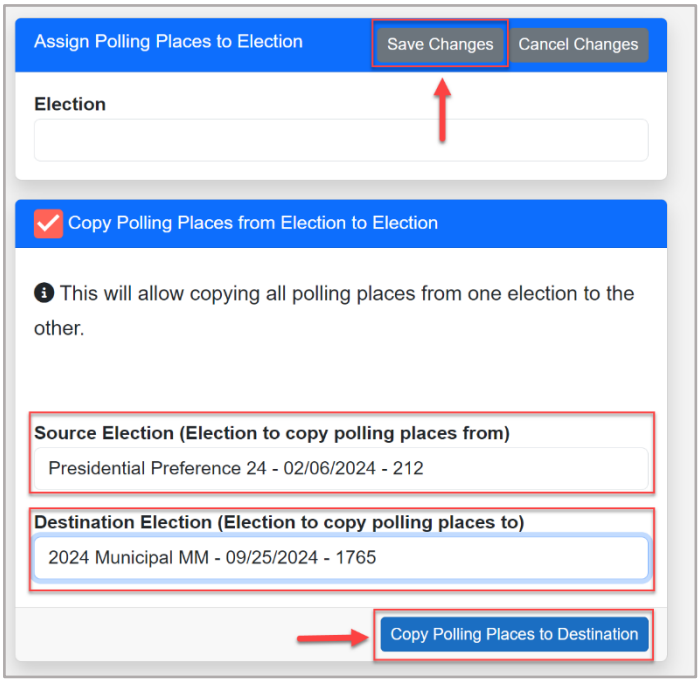


Copying Polling Place Selections

If polling places were assigned to prior elections, select **Copy Polling Places from Election to Election**.



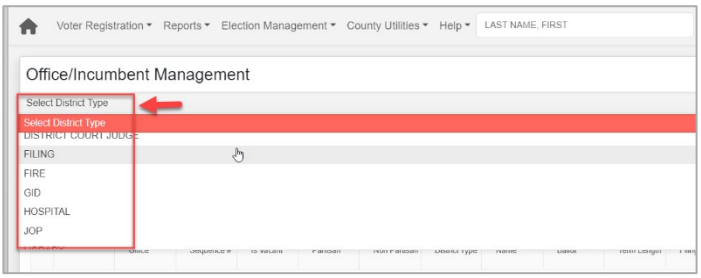
Choose Source Election and Destination Election from dropdown lists and click [Copy Polling Places to Destination].
The system confirms “Copied polling places to the destination election.”
Click [OK] and [Save Changes].



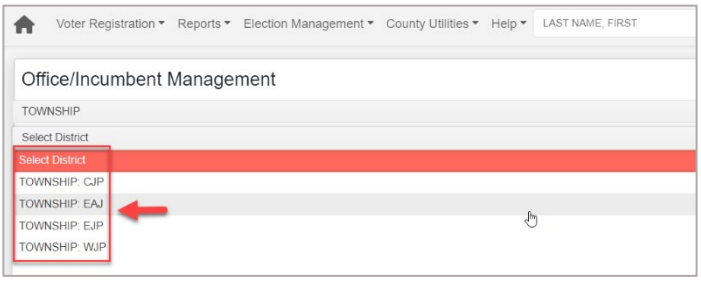
Entering Incumbents

This document covers processes associated with entering Incumbent information in TotalVote.

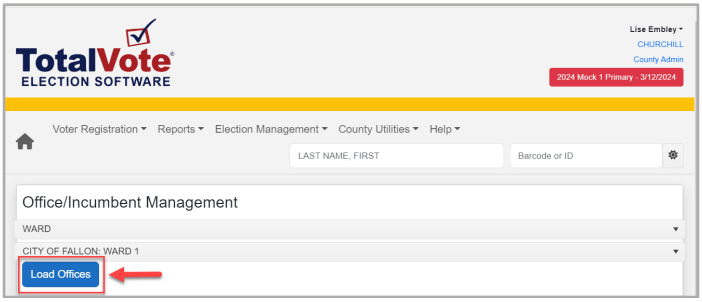
From the Navigation Bar, select Election Management > Office/Incumbent Management. Click the **Select District Type** menu bar and select the **District Type**.



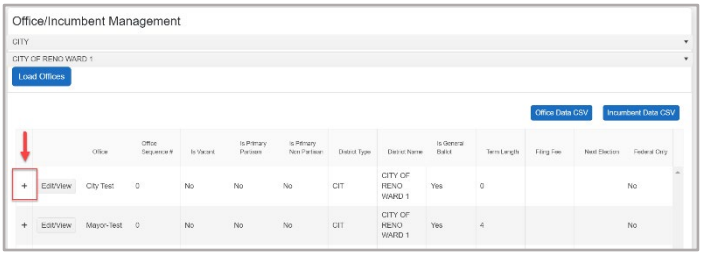
If there are multiple districts within a District Type, click **Select District** and select the **District.**



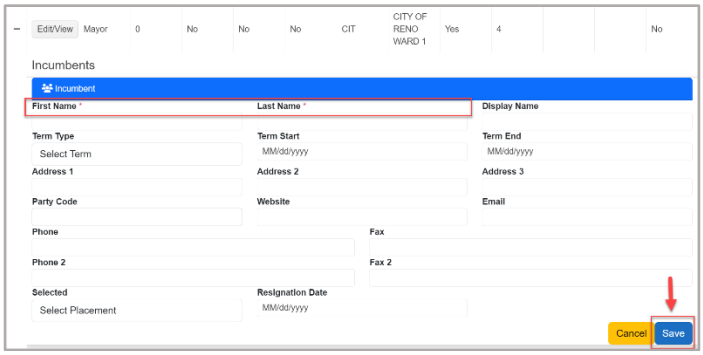
With the District Type and/or District selected, click **[Load Offices]**.



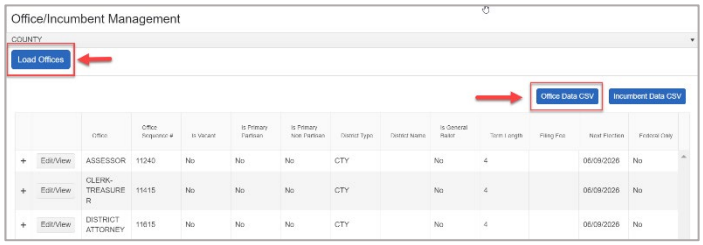
Click **[+]** to display blank **Incumbent** detail.



If no Incumbent is listed for the Office selected, click [+Add Incumbent]. Enter required* Incumbent information and [Save].



To review all Incumbent information, return to the Office/Incumbent Management screen and click [Incumbent Data CSV].

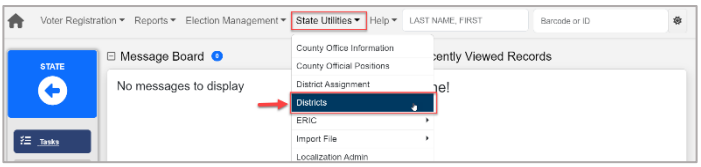


Setting Up an Election - State

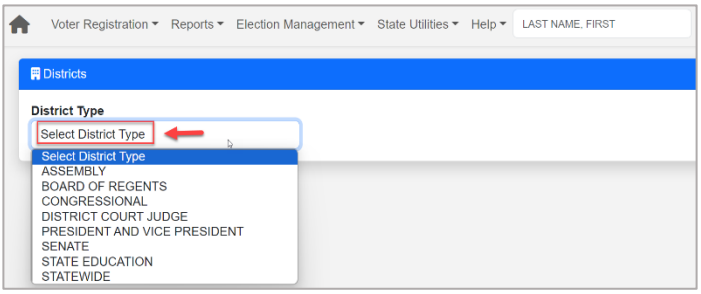
The state is responsible for creating state-wide, multi-jurisdictional, and state-level elections (primaries, generals, special, or recall elections), and adding all state-level or multi-jurisdictional contests and candidates. Once created, counties are responsible for adding local contests, candidates, and ballot questions.

Reviewing Districts

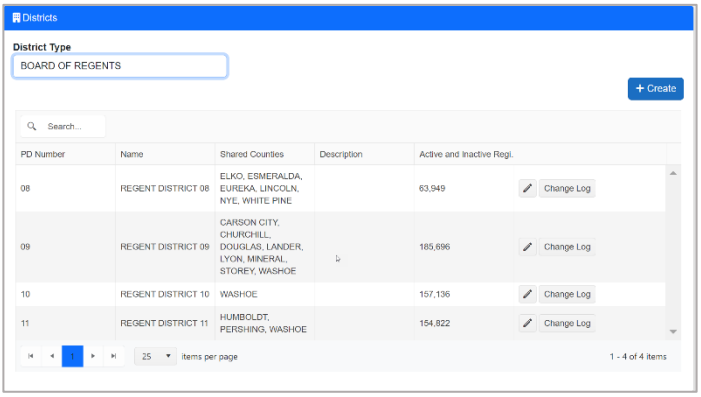
To view each District type and the associated Precincts, select **State Utilities** > **Districts** from the Navigation Bar.



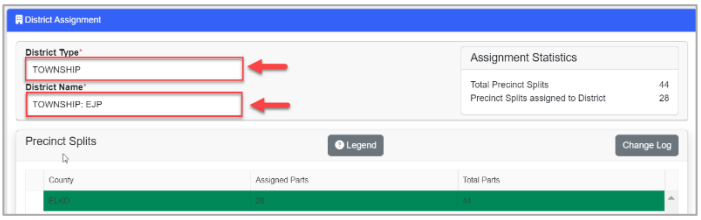
Click into the **District Type** field and select a **District Type** from the dropdown list.



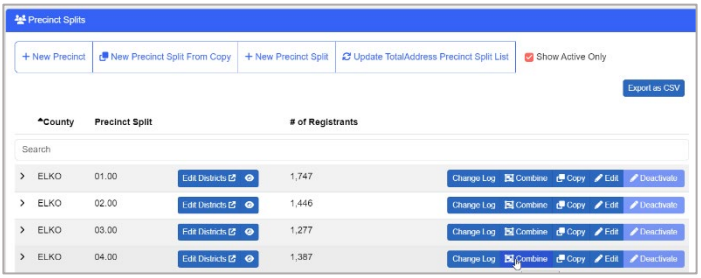
A listing of each District number, shared counties, and total active and inactive registrants is displayed.



To modify a District, select County Utilities > District Type > District Name.
For more information, see Verifying Districts and Precinct Assignments.

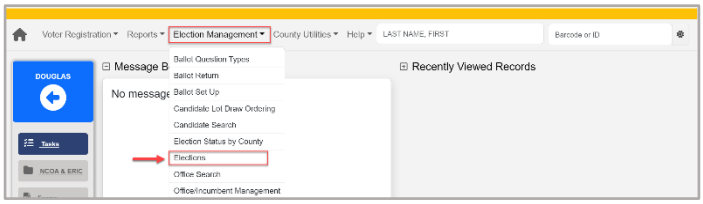


To modify Precincts, select **County Utilities** > **Precinct Splits**.

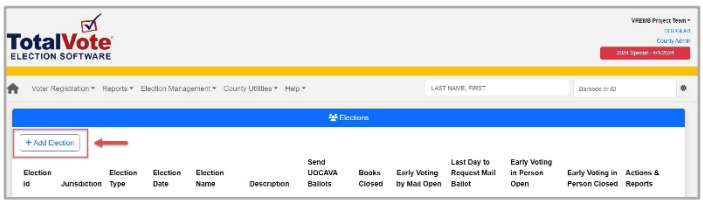


Creating the Election

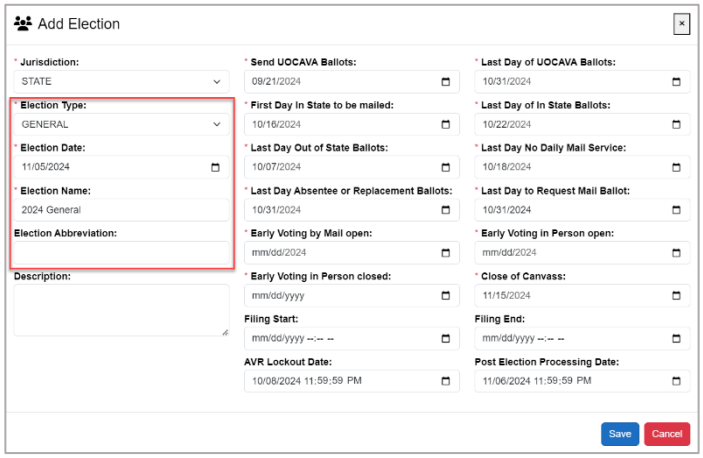
If the election is part of a state-wide or multi-jurisdiction election, add a new election.
From the Navigation Bar, select **Election Management** > **Elections**.



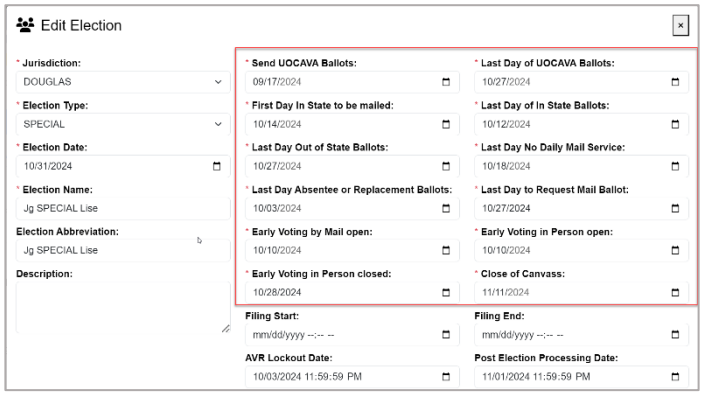
Click [+Add Election].



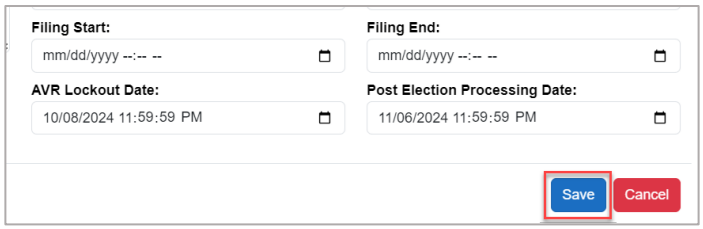
Jurisdiction defaults to STATE.
Select the Election Type.
The system suggests an election name, which can be modified. Update the **Name** as needed.
Enter an Election Abbreviation.



Enter the **Date**.
Required* date fields populate automatically based on the ***Election Date**.



Note: Filing Start: and **Filing End:** are not currently managed in TotalVote.
Scroll to the bottom and **[Save]**.
Once the new election is saved, it becomes the selected election.



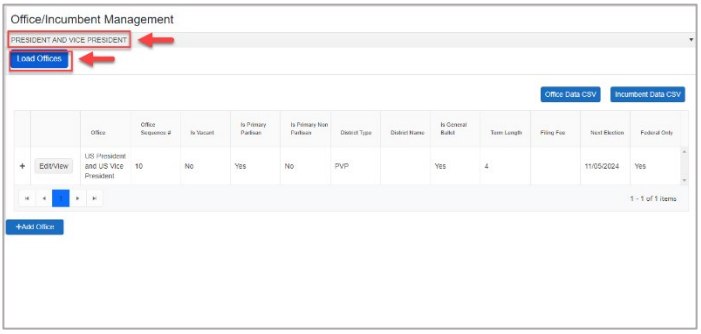
Confirming Offices

Offices to be included in the election are pulled from Offices/Incumbents data in TotalVote. It is essential to ensure they are accurate.

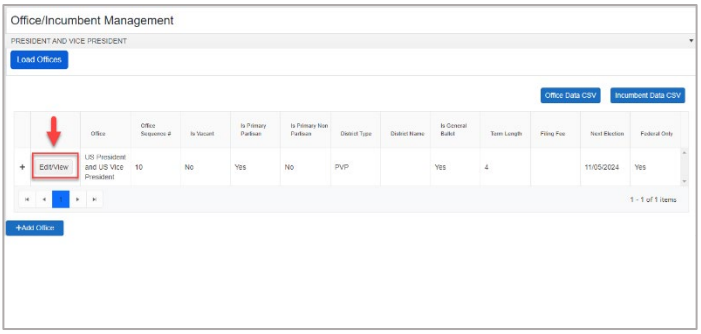
From the Navigation Bar, select Election Management > Office/Incumbent Management. Click the **Select District Type** menu bar and select the **District Type**.



With the District selected, click **[Load Offices]**.

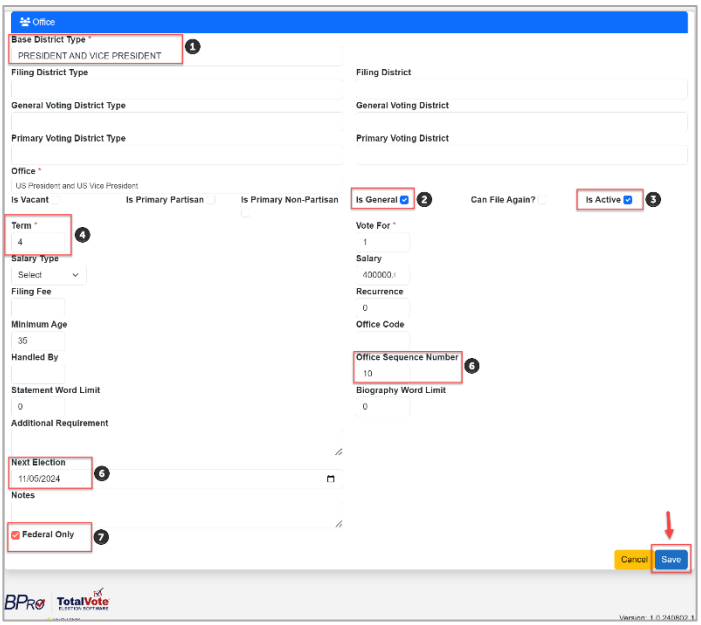


Click **[Edit/View]** to review each Office.

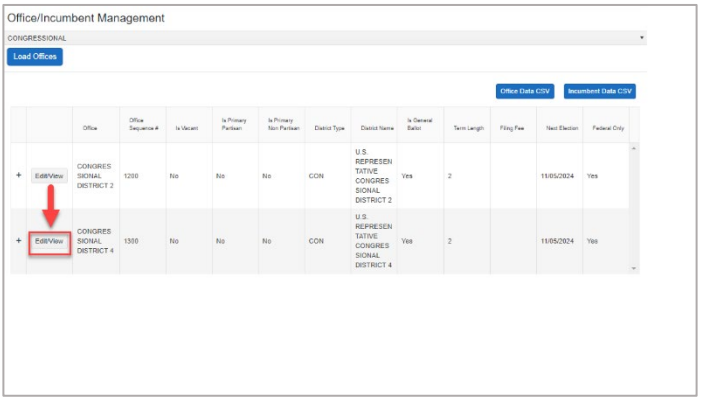


Review/enter the following **Office** fields and **[Save]**.

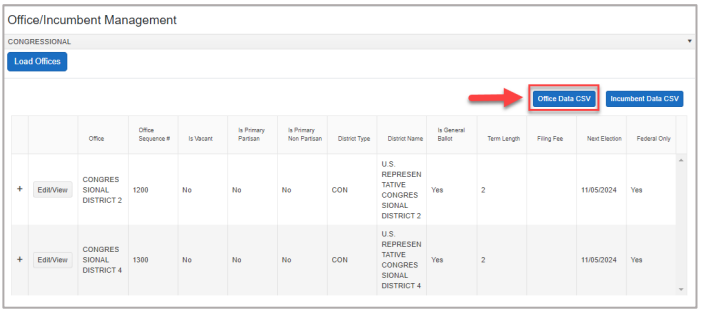
- If **Is Vacant** is selected, the **Office** will be included in **Ballot Setup** based on **Next Election** date.
- **Is General** triggers inclusion on General Election ballots.
- **Is Active** must be selected for the office to be added to a Ballot.
- **Term*** triggers ballot inclusion in relevant future elections.
- **Office Sequence Number** is based on the state's assigned range; specifies the office's placement on the ballot. See
- Appendix: Office Sequence Numbers
- **Next Election:** Enter date of next election (e.g., 11/05/2024)
- **Federal Only.** This checkbox must be selected for this office to appear on a Federal Only (Precinct 99) ballot.



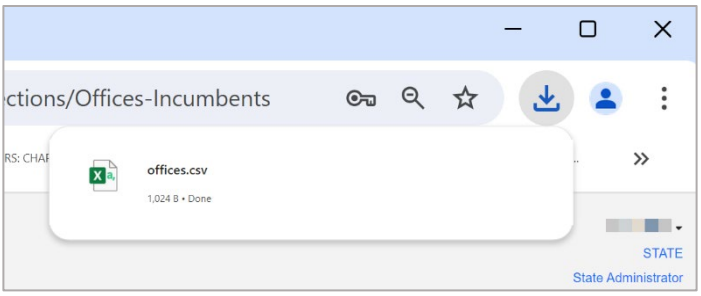
Verify each office associated with the District.



After reviewing each office in a District, print a summary list to proof. From the Office/Incumbent Management screen, click **[Office Data CSV]**.

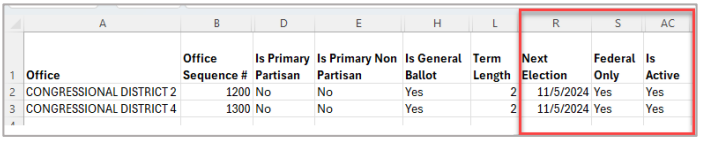


A .csv file is exported to the Downloads folder. Double click on the file to open it in default spreadsheet app (usually Excel).



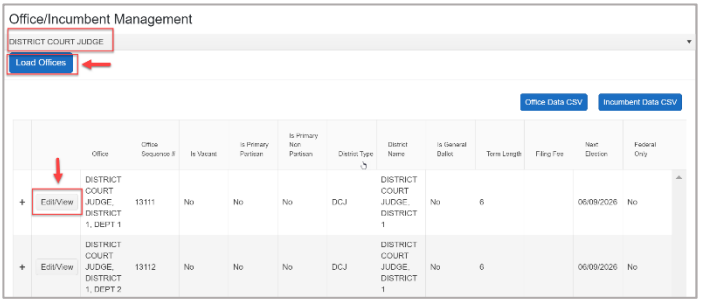
Confirm essential fields:

- Next Election (date)
- Federal Only (yes)
- Is Active (yes)



	A	B	D	E	H	L	R	S	AC
1	Office	Office Sequence #	Is Primary Partisan	Is Primary Non Partisan	Is General Ballot	Term Length	Next Election	Federal Only	Is Active
2	CONGRESSIONAL DISTRICT 2	1200	No	No	Yes	2	11/5/2024	Yes	Yes
3	CONGRESSIONAL DISTRICT 4	1300	No	No	Yes	2	11/5/2024	Yes	Yes

Repeat the process for each District Type.

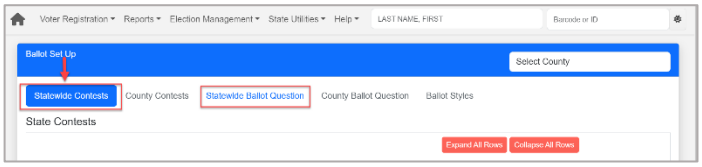


Setting up a Ballot - State

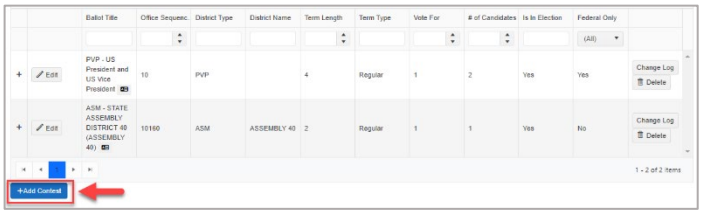
With districts confirmed, the election created, and offices reviewed, begin adding contests, candidates, and ballot initiatives to the ballot.

Adding Statewide Contests

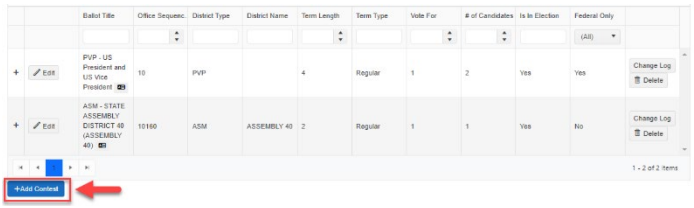
From the Navigation bar, select **Election Management** > **Ballot Set Up**.
State functions are displayed **in blue**.
[Statewide Contests] is the default.



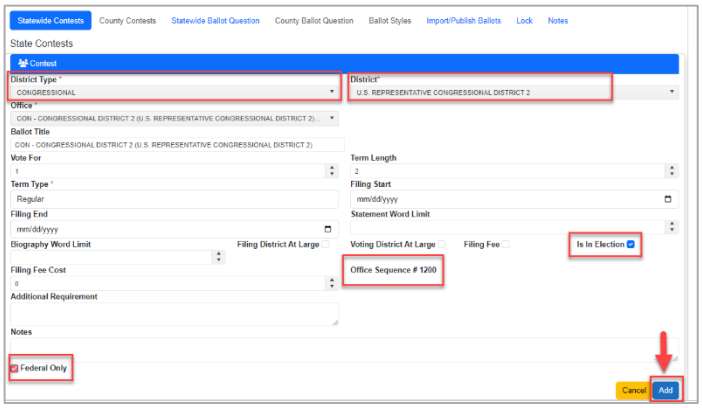
If the Contest is not in the list, click [+Add Contest].



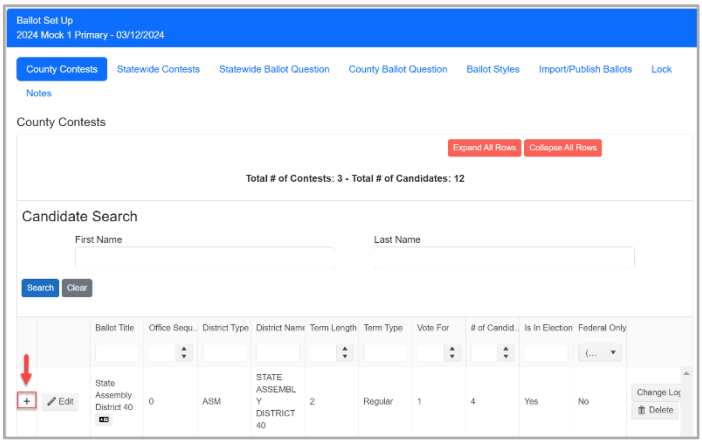
Click into the **District Type*** field and select a District Type to begin adding contests.



Expand Contest Information screen.
Select the **District Type**. Edit the Ballot Title.
Important: Ensure Is in Election and Federal Only are both selected.
Complete required* fields and **[Add]**.

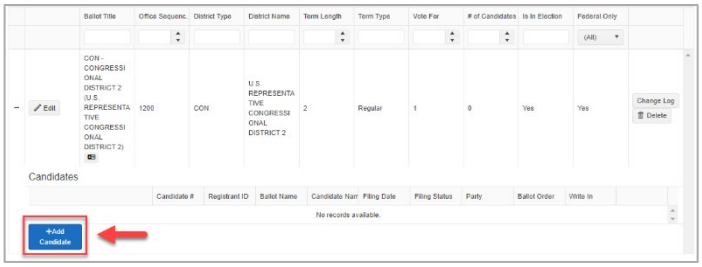


If the Contest is listed, click **[+]** to view contest details.

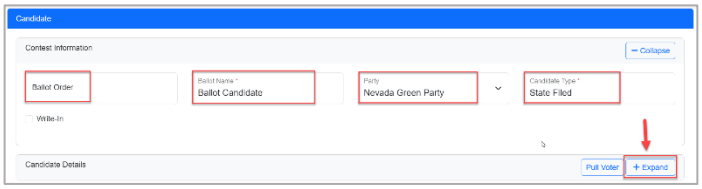


Adding Candidates

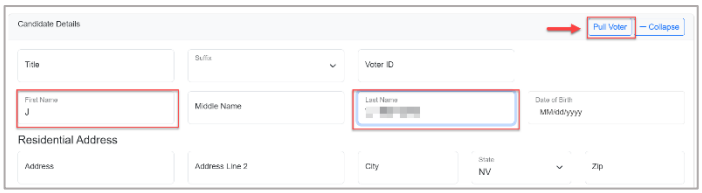
To add a Candidate to a Contest, click **[+Add Candidate].**



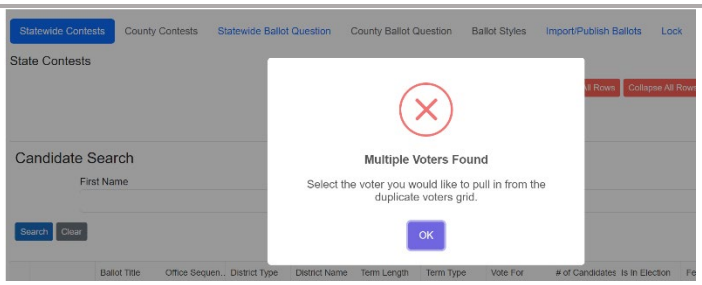
Enter required **Candidate** Information: **Ballot Order**, **Ballot Name*** (candidate's preferred name as it should appear on the ballot), **Party***, and **Candidate Type***.
[+Expand] Candidate Details**.**



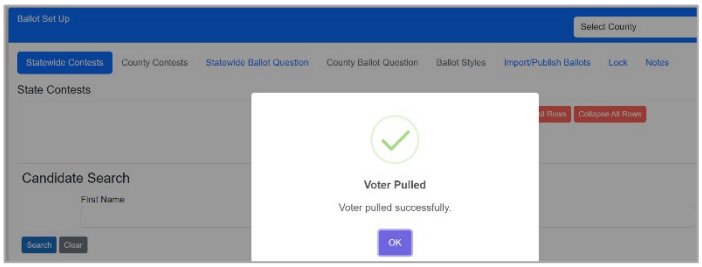
Search for the candidate in voter records entering the candidate's first and last name, then **[Pull Voter]**.



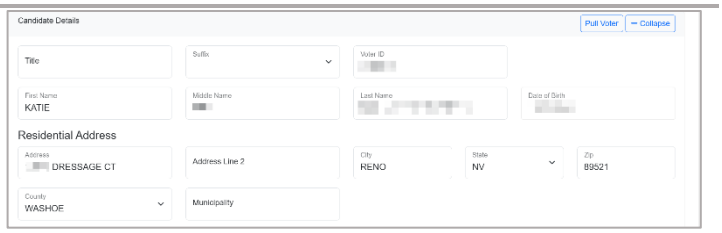
If more than one name matches the search criteria, the system prompts "Multiple Voters Found."
Click **[OK]** and **[Select]** the correct profile from the list.



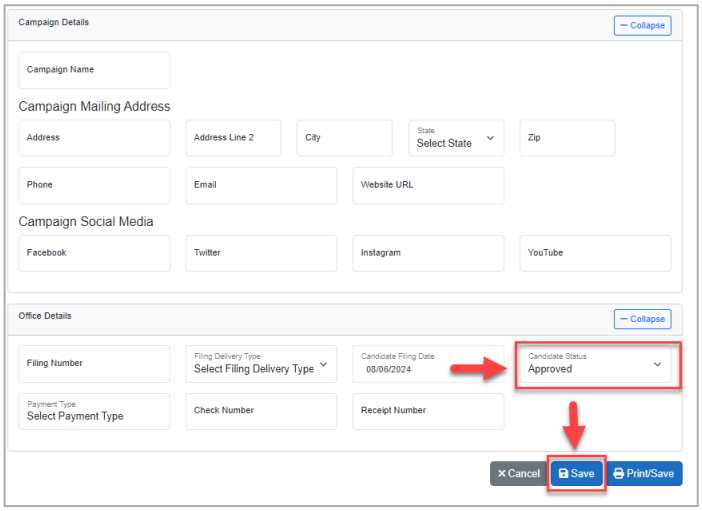
The system confirms **Voter pulled successfully**. Click **[OK]**.



Candidate Details are completed by the Voter's profile details.
NOTE: The Candidate's party on the **Candidate** > **Contest** screen is *entered manually and may not match the voter's registration*. To confirm the Candidate's party of record, look up the candidate's full voter profile using the Quick Search.



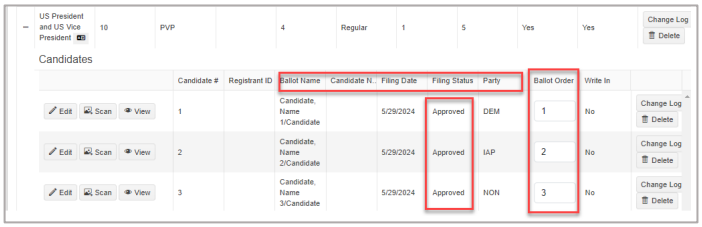
[+Expand] and complete **Campaign Details** and **Office Details** sections of the Candidate profile.
Choose the candidate status and **[Save]**
NOTE: Candidate Status must be **Approved** for the candidate to show on the ballot.



Setting Candidate Order

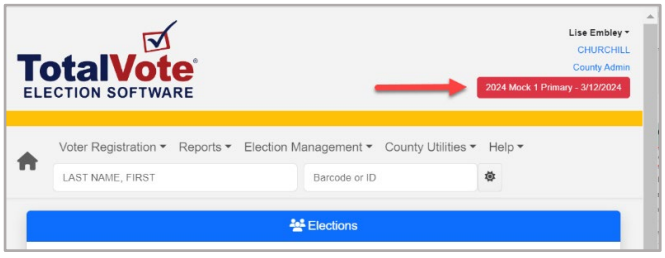
After all candidates have been entered, set the order candidates will be listed on the ballot.

From **Election Management** select **Ballot Set Up** and open the list of candidates associated with a contest.
Click column headings to sort candidates by name or filing date.
Enter numbers in the Ballot Order column.

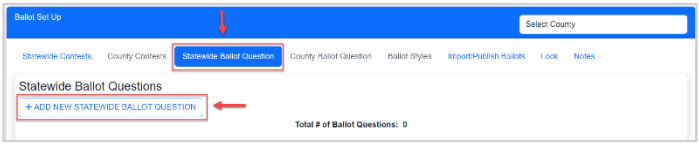


Adding Statewide Ballot Questions

From the Navigation bar, select **Election Management** > **Ballot Set Up**.



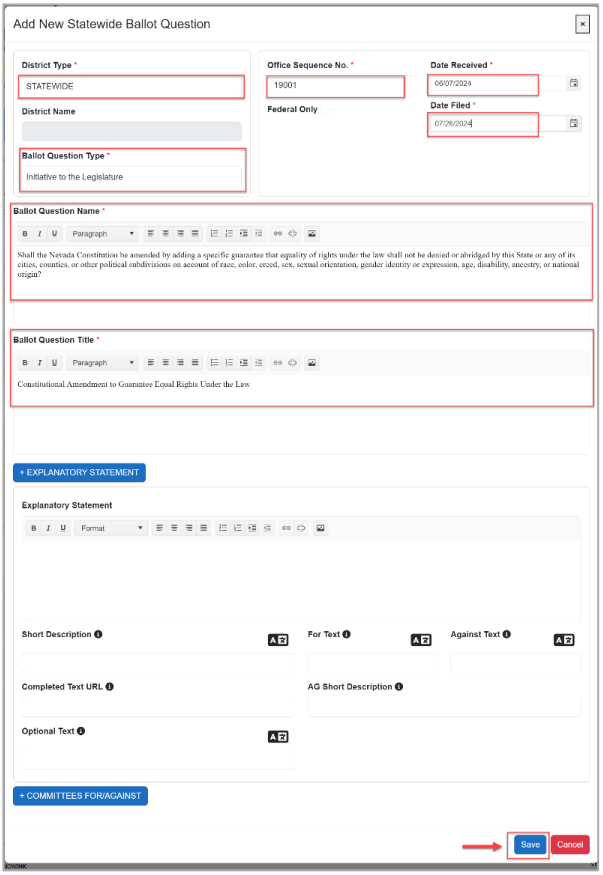
Select Statewide Ballot Question on the menu bar, then click [+ADD NEW STATEWIDE BALLOT QUESTION].



Set the District Type to State and enter Date Received and Date Filed. Set the **Office Sequence No.*** to follow the last **Office Sequence No.** set in **Office/Incumbent Management** for a similar office type. For example, if the **Office Sequence No**. set for the first City Council candidate was 16001, the **Office Sequence No**. for the next City Council member would be 16002.
The first Office Sequence No. for the first Statewide Ballot Question would be 19001.
Note: Office Sequence Number ranges are assigned by the State. See

Appendix: Office Sequence Numbers for a full listing.

Enter all other required fields* and **[Save]**.

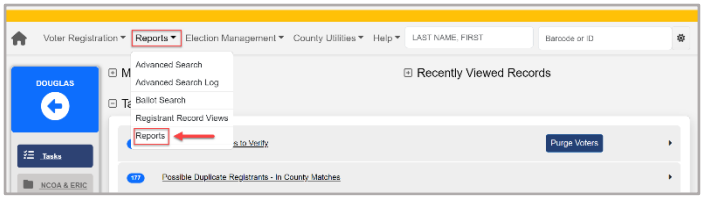


Running Candidate Proofing Reports

Proof candidate and contest data entry using two Election Management reports. On the Navigation Bar, select **Reports** > **Reports** and scroll down to **Election Management**.

- Candidates in Election
- Contests in Election

From the Navigation Bar, select **Reports** > **Reports**.

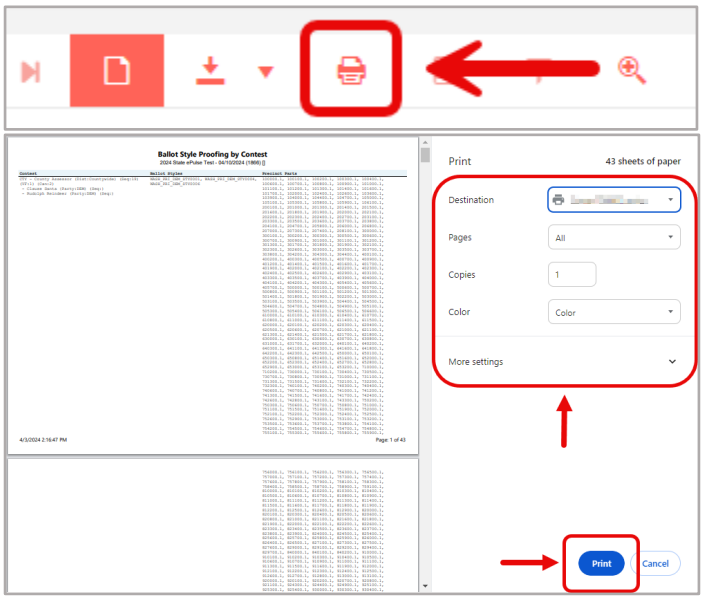


Scroll down to the **Election Management** heading and run reports:

- Candidates in Election
- Contests in Election



To print a report, select the **Printer icon**.
The **Print** dialog box is displayed.
TIP: Note the number of **sheets of paper** (upper right corner of the Print dialogue box) and scroll through the report preview to confirm the report contains the information you need before clicking **[Print]**.
Select Print settings and [Print].



Appendix: Office Sequence Numbers

Federal Partisan Offices

Range	Office
0001 – 1000	President and Vice President of the United States
1001 – 2000	United States Senator
2001 – 3000	Representative in Congress

Statewide Partisan Offices

Range	Office
3001 - 4000	Governor
4001 – 5000	Lieutenant Governor
5001 - 6000	Secretary of State
6001 - 7000	Treasurer
7001 – 8000	Controller
8001 – 9000	Attorney General
9001 – 10000	State Senators
10001 – 11000	Assembly

Other State and District Offices

Range	Office
12001 – 13000	Statewide nonpartisan offices
13001 – 14000	District nonpartisan offices

City/County/Township Offices

Range	Office
11001 – 12000	County and township partisan offices
14001 – 15000	County nonpartisan offices
15001 – 16000	Mayor
16001 – 17000	Council members according to ward in numerical order; if no wards, in alphabetical order
17001 – 18000	Municipal judges

Ballot Questions

Range	Office
19001 – 20000	Statewide Questions
20001 – 21000	County Questions

Setting Up an Election - County

This document covers processes associated with a county user adding contests, candidates and ballot questions to an election created by the State.

Selecting the Election

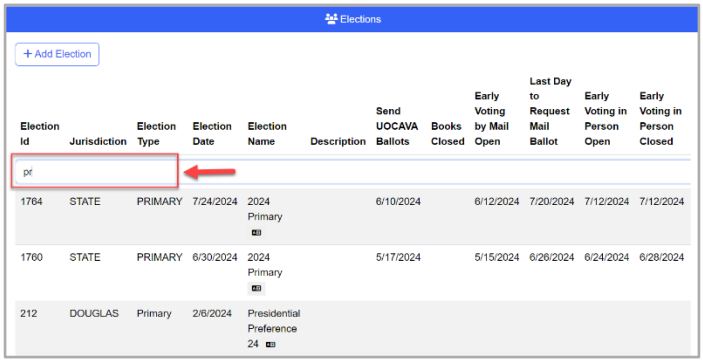
The state is responsible for creating state-wide, multi-jurisdictional, and state-level elections (primaries, generals, special, or recall elections), and adding all state-level or multi-jurisdictional contests and candidates. Once created, counties are responsible for adding local contests, candidates, and ballot questions.

The 2024 General Election has been created in TotalVote in PRD.

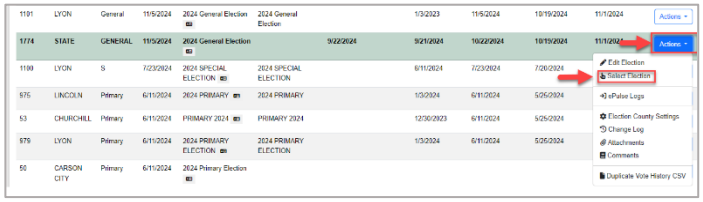
If the election listed below your login is not the 2024 General Election, click the red election bar. A list of past and scheduled elections is displayed.



Begin entering the election ID number (1774), date, or name in the search bar. The list of options narrows to match the criteria entered.



Open the **[Actions6]** dropdown and **Select Election**.
The election is highlighted in the list of elections and displayed on the election button under username and administrative role on the dashboard.



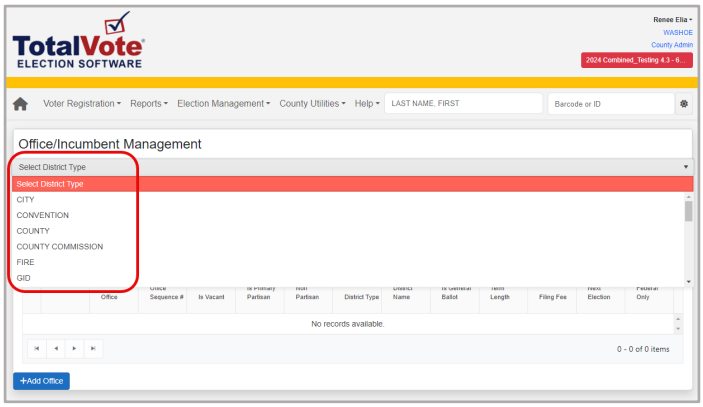
The election will remain active until it is time to begin preparations for the next election.



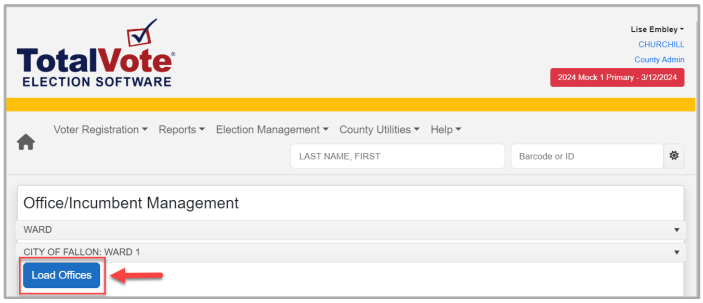
Confirming Offices

Offices to be included in the election are pulled from Offices/Incumbents data in TotalVote. It is essential to ensure they are accurate before moving forward to set up the ballot.

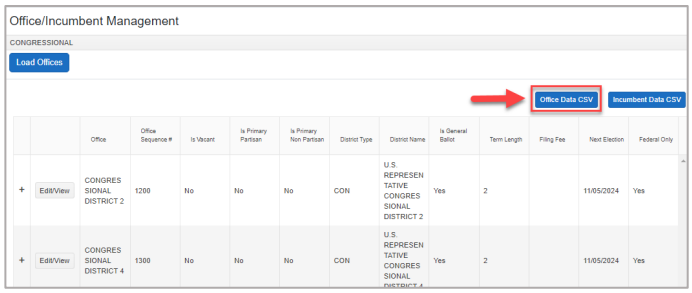
From the Navigation Bar, select Election Management > Office/Incumbent Management. Click the **Select District Type** menu bar and select the **District Type**.



With the District Type selected, click **[Load Offices]**.



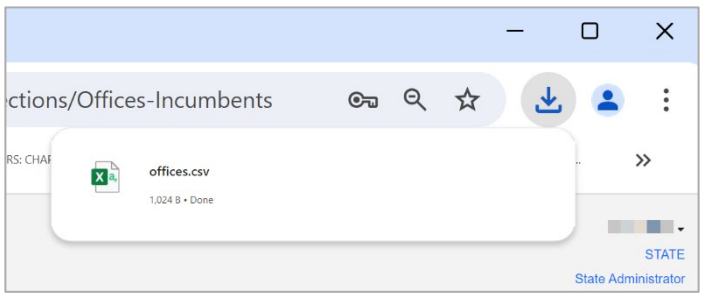
To print a summary list, click **[Office Data CSV]**.



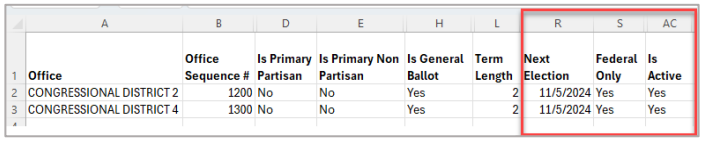
Confirm essential fields:

- Next Election (date)
- Federal Only (where applicable)

Is Active (yes)

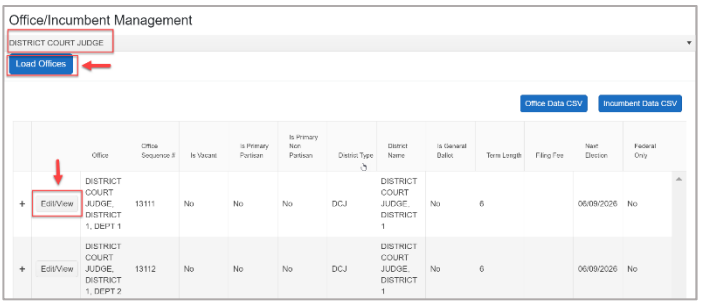


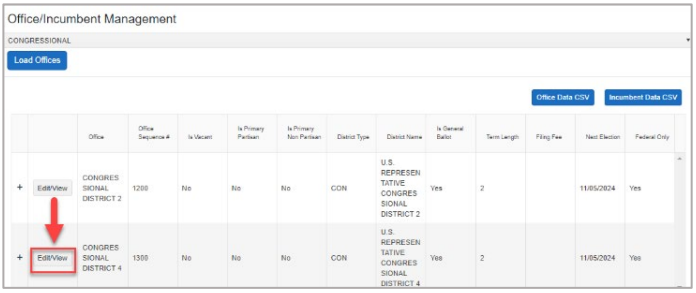
- Repeat the process to review the offices for each District Type.



	A	B	D	E	H	L	R	S	AC
1	Office	Office Sequence #	Is Primary Partisan	Is Primary Non Partisan	Is General Ballot	Term Length	Next Election	Federal Only	Is Active
2	CONGRESSIONAL DISTRICT 2	1200	No	No	Yes	2	11/5/2024	Yes	Yes
3	CONGRESSIONAL DISTRICT 4	1300	No	No	Yes	2	11/5/2024	Yes	Yes

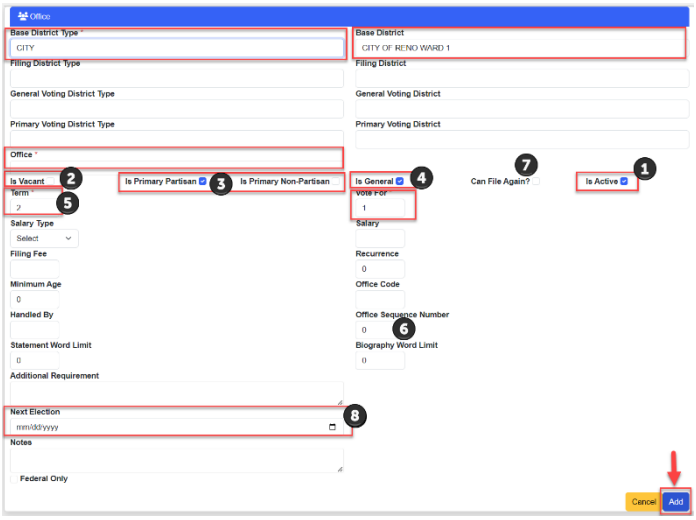
To modify an office associated with the District, click **[Edit/View]**.





Enter/update all required* fields and **[Add]/[Save]**.

- **Is Active** must be selected for the office to be added to a Ballot.
- If **Is Vacant** is selected, the **Office** will be included in **Ballot Setup** based on **Next Election** date.
- Is Primary Partisan and Is Primary Non-Partisan should not both be selected.
- **Is General** triggers inclusion on General Election ballots.
- **Term*** triggers ballot inclusion in relevant future elections.
- **Office Sequence Number** specifies the office's placement on the ballot. See Appendix: Office Sequence Numbers.
- **Can File Again?** is for county use and does not impact reporting or ballot setup functions in TotalVote.
- **Next Election.** Enter date of next election (e.g., 11/05/2024)



Setting up a Ballot - County

After reviewing and confirming or updating offices, the next step is to set up the ballot.

Adding Contests

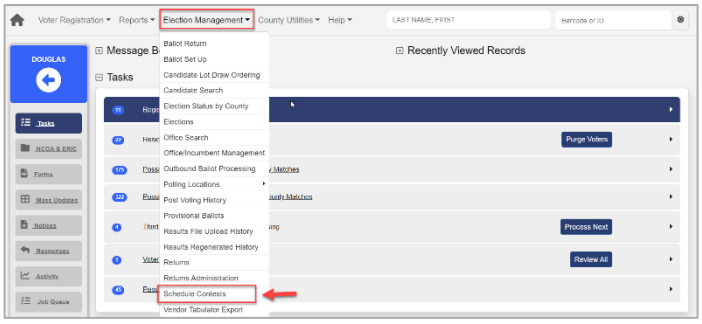
There are two ways to add county and local Contests in TotalVote:

- Using Election Management > Schedule Contests
- Adding Contests individually.

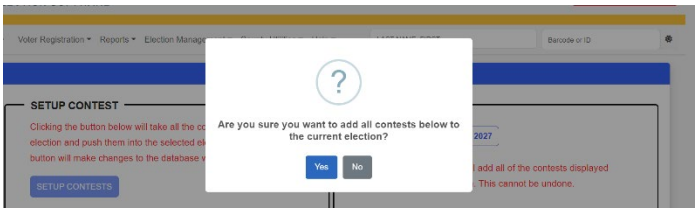
Using Schedule Contests

If Next Election dates have been set for each office, use **Schedule Contest** to automatically create **Contests** for the current election.

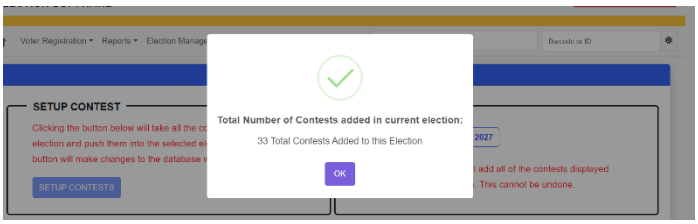
From the Navigation bar, select **Election Management** > **Schedule Contests**.



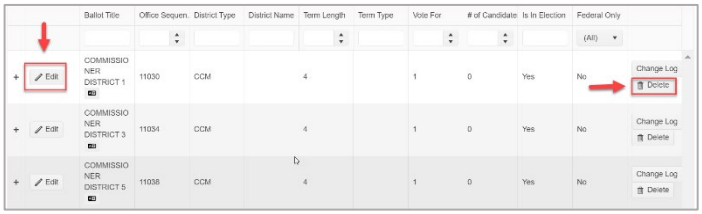
TotalVote warns that you are adding contests to the current election. Click **[Yes]** to have TotalVote generate **Contests** automatically.



TotalVote reports how many **Contests** were added to the election. **Note:** Do not click twice to **[SET UP CONTESTS]** or the Contests will be duplicated.



From the **Navigation Bar**, select **Election Management** > **Ballot Set Up** and review the Contests created automatically.
[Edit] to change Contest details.
[Delete] to remove a Contest.

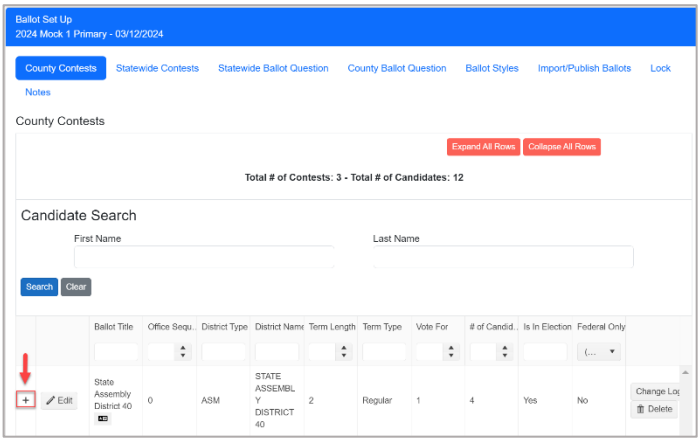


National and State-wide Contests, Candidates, and Questions have been entered by the state and can be viewed but cannot be modified by county users.

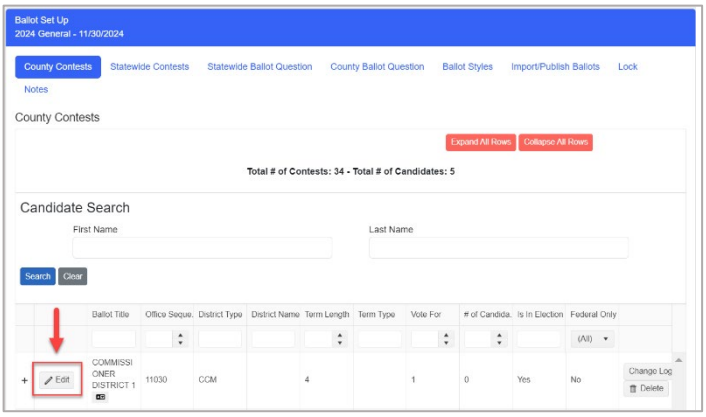
Adding Contests Individually

County and local contests can also be added individually, either to add to those generated automatically, or to set up the election manually.

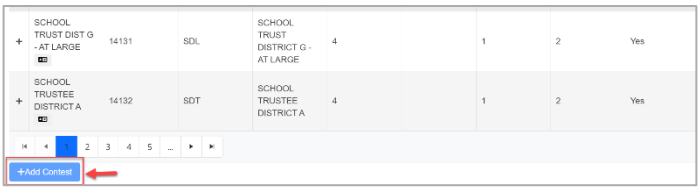
From the Navigation bar, select **Election Management** > **Ballot Set Up**.
[County Contests] is the default.



If the Contest is listed, click **[Edit]** to review or update contest details.



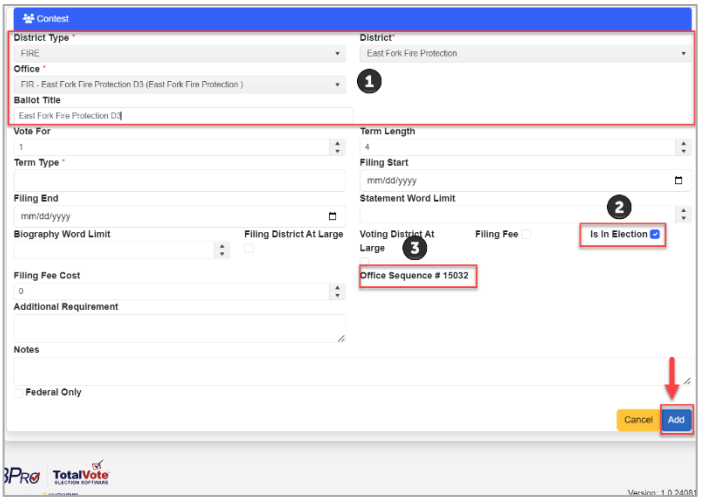
If the Contest is not listed, click [+Add Contest].



Expand Contest Information screen.

- Select the District Type,* District,* and Office*; edit the Ballot Title.
- **Is In Election** must be selected for the **Office** to be included in **Ballot Setup.**
- Note that **Office Sequence** pulls from the **Office/Incumbent Management** screen and determines placement on the ballot.

Complete required* fields and **[Add]**.
Note: If the **Office** is not available in the dropdown list, return to **Election Management** > **Offices and Incumbents** to add it.



Adding Candidates

Before beginning the process of adding candidates to the Election, locate each candidate in TotalVote, **note their Registrant ID** and **confirm their Party of record** matches the Party on their Candidate Filing.

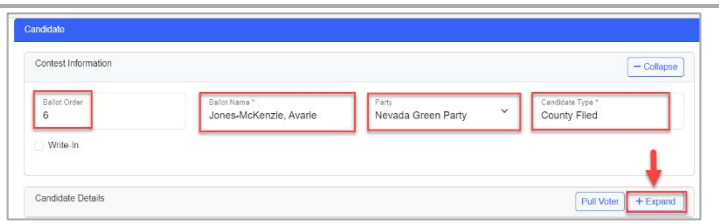
To add a Candidate to a Contest, click **[+Add Candidate].**



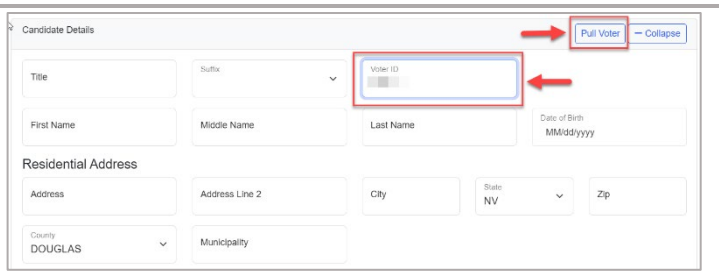
Enter required **Contest** Information:

- Ballot Order
- **Ballot Name***
  Candidate's preferred name entered in Initial Caps, last name first, as it will appear on the ballot.
  Do not use special characters.
- Party*
- Candidate Type*

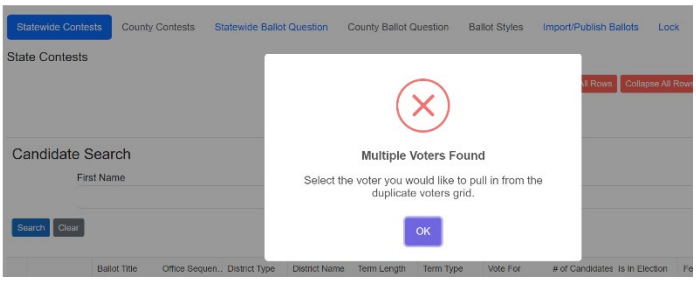
[+Expand] Candidate Details.



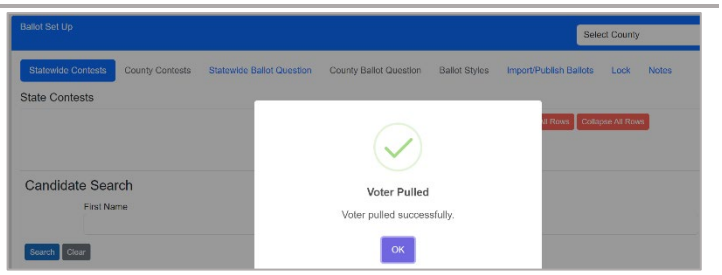
Search for the candidate in voter records by entering their **Voter ID** or **Name,** then **[Pull Voter]**.



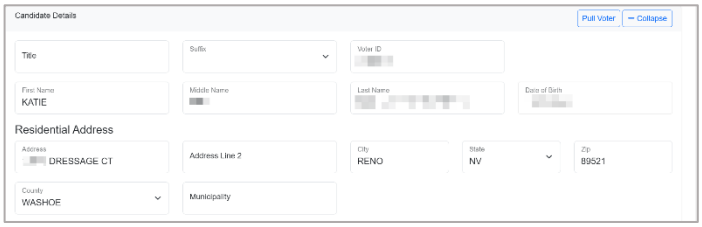
If the candidate's registration is available in any Nevada county other than Clark, searching for **Voter ID** will return the candidate's details.
If more than one name matches name search criteria, the system prompts "Multiple Voters Found." Click **[OK]** and **[Select]** the correct profile from the list.



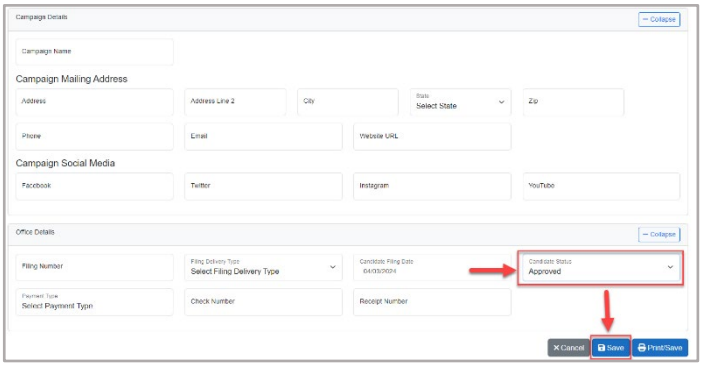
The system confirms **Voter pulled successfully**. Click **[OK]**.
NOTE: The Candidate's party on the Candidate > Contest screen is entered manually and *may not match the voter's registration*. Confirm the Candidate's party of record by checking the candidate's voter profile.



Candidate Details are completed by the Voter's profile details.
NOTE: Correct the capitalization as necessary to ensure Candidate **names** are **Initial Caps** (NOT ALL CAPS).



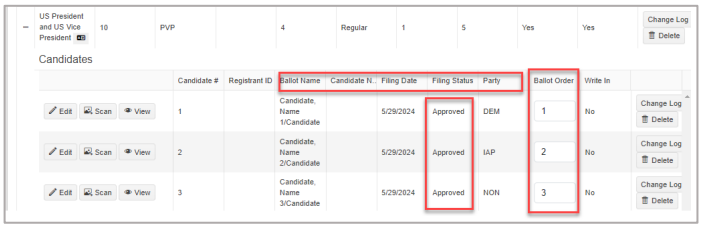
[+Expand] and complete **Campaign Details** and **Office Details** sections of the Candidate profile.
Choose the candidate status and **[Save].**
NOTE: Candidate Status must be **Approved** for the candidate to show on the ballot.



Setting Candidate Order

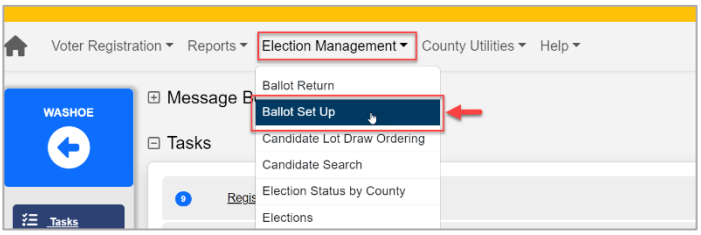
If ballot order has not been entered during candidate data entry, set the using the **Ballot Order** field on the **Ballot Set Up** screen.

From the Navigation bar, select **Election Management** > **Ballot Set Up** and open the list of candidates associated with a contest.
Clicking column headings sorts candidates by name or filing date.
Enter numbers in the Ballot Order column.

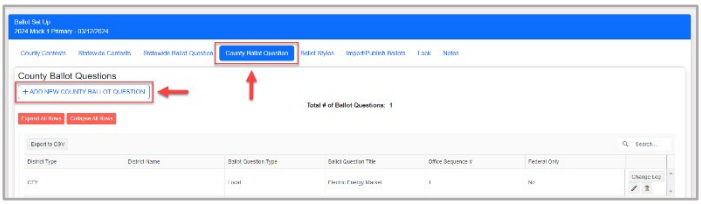


Adding County Ballot Questions

From the Navigation bar, select **Election Management** > **Ballot Set Up**.

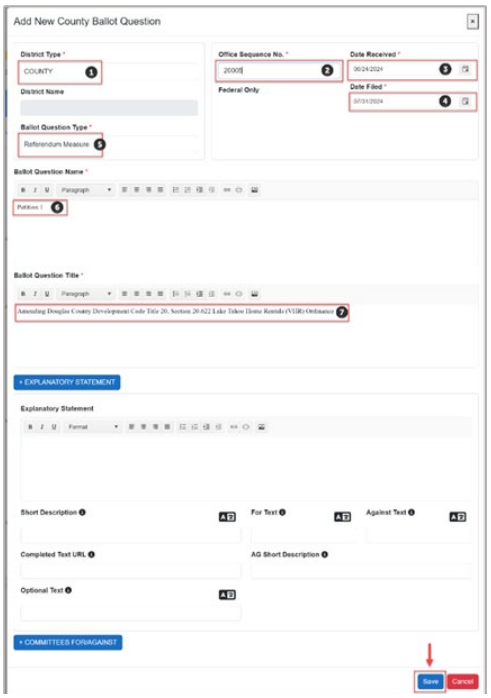


Select County Ballot Question on the menu bar, then click [+ADD NEW COUNTY BALLOT QUESTION].



1. Select the **District Type** and/or District.
2. Set **Office Sequence No.*** to the next number within the range 20001-21000. See Appendix: Office Sequence Numbers.
3. Enter **Date Received:** when notice was filed.
4. Enter **Date Filed:** when petition was deemed sufficient/approved.
5. Select Ballot Question Type*.
6. **Ballot Question Name*** is the state's official Question number.
7. **Ballot Question Title*** is the state's official Brief Explanation.

No other fields on this screen are mapped to ballot setup.
Scroll to the bottom and **[Save]**.

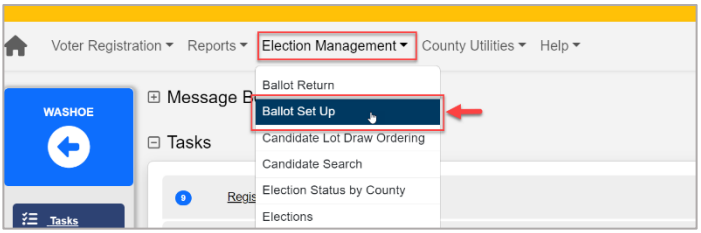


Generating Ballot Styles

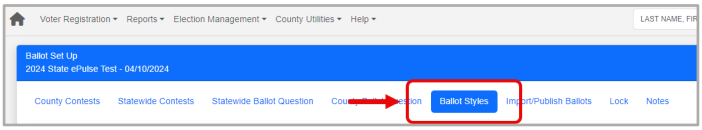
Generate Ballot Styles after **Offices**, **Contests**, and **Candidates** are set, and **County Ballot Questions** entered.

NOTE: TotalVote will lock the election automatically once Ballots are issued.

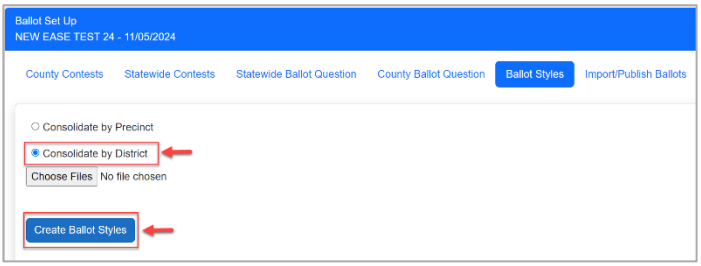
From the Navigation Bar, select Election Management > Ballot Set Up.



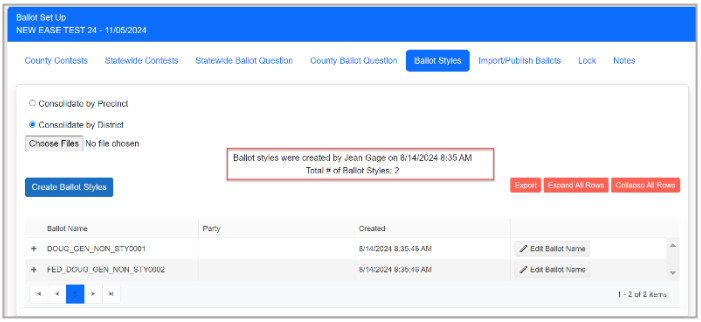
From the Ballot Set Up menu, select **Ballot Styles**.



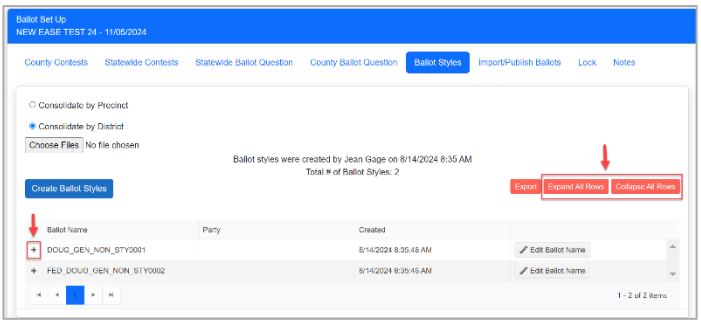
Choose Consolidate by District, then [Create Ballot Styles].



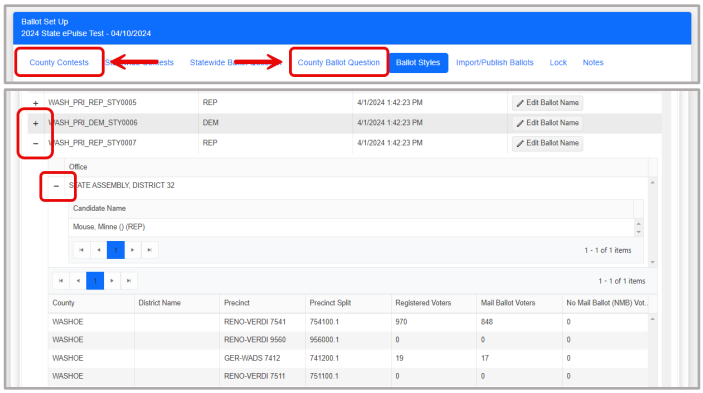
Ballot Styles are created; the list heading displays the total number of styles and the date and time they were created.



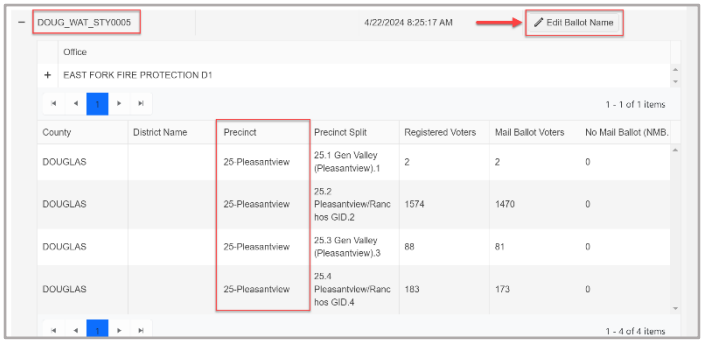
Click **[+]** to display details for an individual Ballot Style.
Use **[Expand All Rows]** and **[Collapse All Rows]** to adjust the level of detail displayed for all ballot styles.



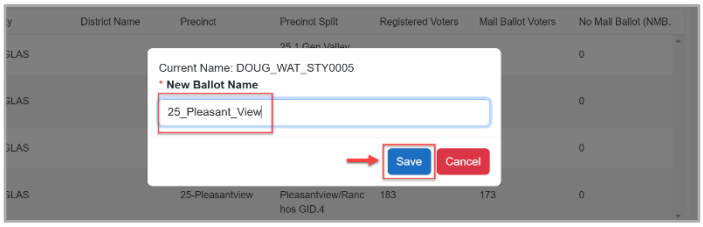
Verify Ballot Styles include all County Contests and County Ballot Questions.



Optional: To make ballot proofing easier, consider changing system-generated ballot style names to recognizable names.
Click [Edit Ballot Name].



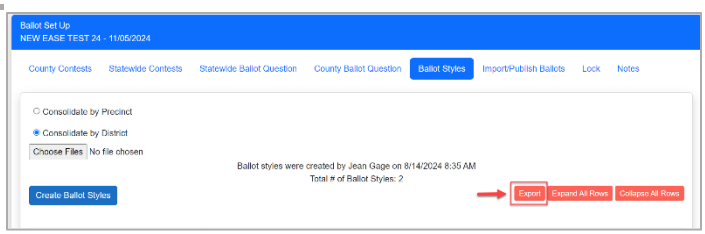
Enter the New Ballot Name and [Save].
NOTE: Re-generating ballots will overwrite edited ballot names with system default names; confirm basic ballot style information before renaming.



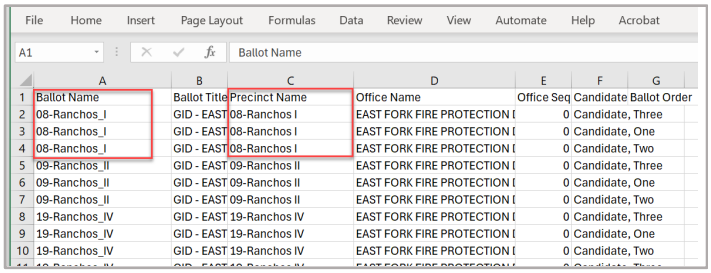
To expedite renaming, highlight the precinct name, then use **[ctrl]+[c]** to copy and **[ctrl]+[v]** to paste the name into the Ballot name field.



Click **[Export]** to create a spreadsheet listing of all ballot styles and associated precincts.



With ballot styles renamed, you can easily confirm that Precincts align with the correct ballot styles.



	A	B	C	D	E	F	G
1	Ballot Name	Ballot Title	Precinct Name	Office Name	Office Seq	Candidate	Ballot Order
2	08-Ranchos_I	GID - EAST	08-Ranchos I	EAST FORK FIRE PROTECTION [	0	Candidate, Three	
3	08-Ranchos_I	GID - EAST	08-Ranchos I	EAST FORK FIRE PROTECTION [	0	Candidate, One	
4	08-Ranchos_I	GID - EAST	08-Ranchos I	EAST FORK FIRE PROTECTION [	0	Candidate, Two	
5	09-Ranchos_II	GID - EAST	09-Ranchos II	EAST FORK FIRE PROTECTION [	0	Candidate, Three	
6	09-Ranchos_II	GID - EAST	09-Ranchos II	EAST FORK FIRE PROTECTION [	0	Candidate, One	
7	09-Ranchos_II	GID - EAST	09-Ranchos II	EAST FORK FIRE PROTECTION [	0	Candidate, Two	
8	19-Ranchos_IV	GID - EAST	19-Ranchos IV	EAST FORK FIRE PROTECTION [	0	Candidate, Three	
9	19-Ranchos_IV	GID - EAST	19-Ranchos IV	EAST FORK FIRE PROTECTION [	0	Candidate, One	
10	19-Ranchos_IV	GID - EAST	19-Ranchos IV	EAST FORK FIRE PROTECTION [	0	Candidate, Two	

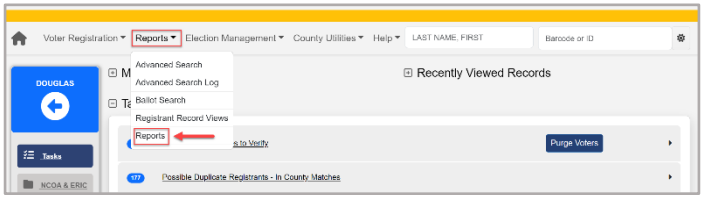
Running Ballot Pre-Proofing Reports

Before generating the Election Package for the Tabulation Vendor, pre-proof Ballot Styles:

- Cross reference County-level data to validate data entry.
- Review State-level data to ensure they are present at the County-level.

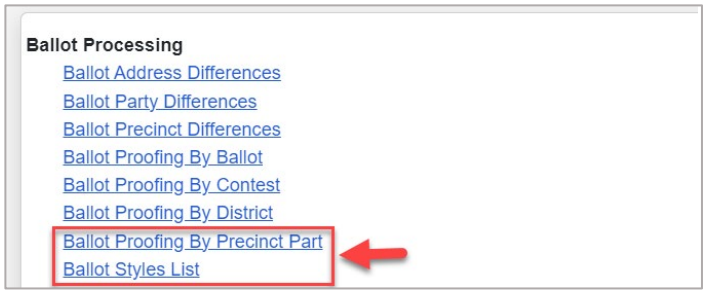
In addition to the spreadsheet export of ballot styles, TotalVote offers a variety of ballot proofing reports.

From the Navigation Bar, select **Reports** > **Reports**.



Most ballot details can be proofed using two reports in combination with the ballot styles export:

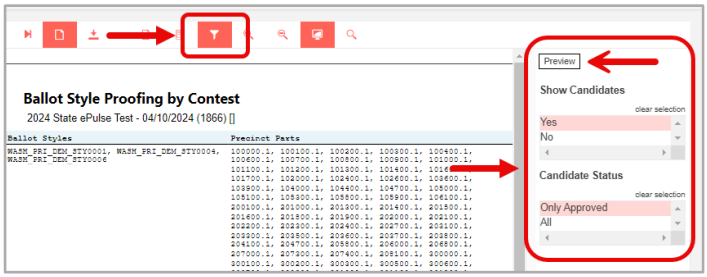
- Ballot Proofing By Precinct Part
- Ballot Styles List



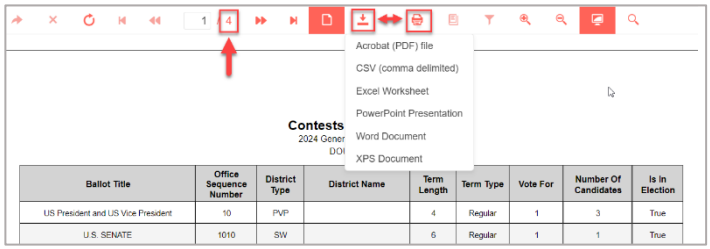
If the report requires specific filter selections, TotalVote displays “There are missing or invalid parameter values. Please input valid data for the following parameters.”
Select the missing filter option and **[Preview].**



Some reports can be filtered using options on the right rail. Select any filter options and click **[Preview]**.



Download or **print** reports using options on the menu bar.



Comparing Reports and Making Corrections

Compare ballot styles against **Ballot Proofing** reports and election information in TotalVote. Resolve errors or inconsistencies.

Make any corrections needed to the Ballot Setup in TotalVote and repeat the steps in Generating Ballot Styles.

Next Step: Generating the Election Package

Appendix: Office Sequence Numbers

Federal Partisan Offices

Range	Office
0001 – 1000	President and Vice President of the United States
1001 – 2000	United States Senator
2001 – 3000	Representative in Congress

Statewide Partisan Offices

Range	Office
3001 - 4000	Governor
4001 – 5000	Lieutenant Governor
5001 - 6000	Secretary of State
6001 - 7000	Treasurer
7001 – 8000	Controller
8001 – 9000	Attorney General
9001 – 10000	State Senators
10001 – 11000	Assembly

Other State and District Offices

Range	Office
12001 – 13000	Statewide nonpartisan offices
13001 –14000	District nonpartisan offices

City/County/Township Offices

Range	Office
11001 – 12000	County and township partisan offices
14001 – 15000	County nonpartisan offices
15001 – 16000	Mayor
16001 – 17000	Council members according to ward in numerical order; if no wards, in alphabetical order
17001 – 18000	Municipal judges
18001 – 19000	Township nonpartisan offices

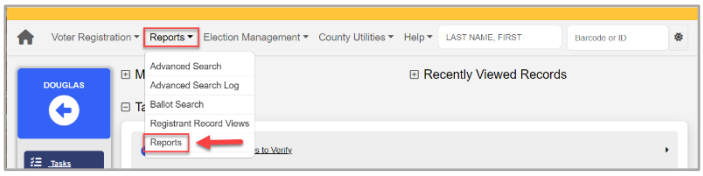
Ballot Questions

Range	Office
19001 – 20000	Statewide Questions
20001 – 21000	County Questions

Verifying Districts and Precinct Assignments

This document covers processes associated with verifying Districts and Precinct Assignments in TotalVote.

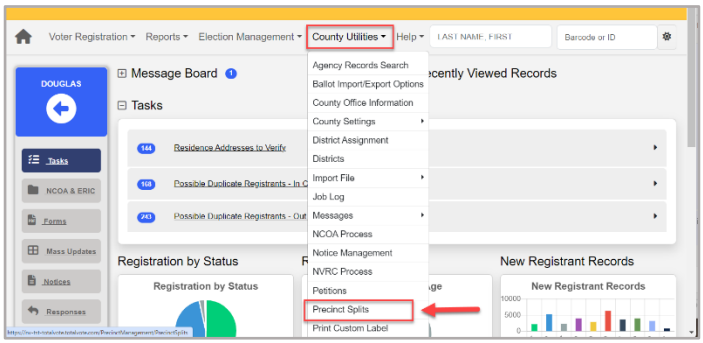
From the Navigation bar, select **Reports** > **Reports**.



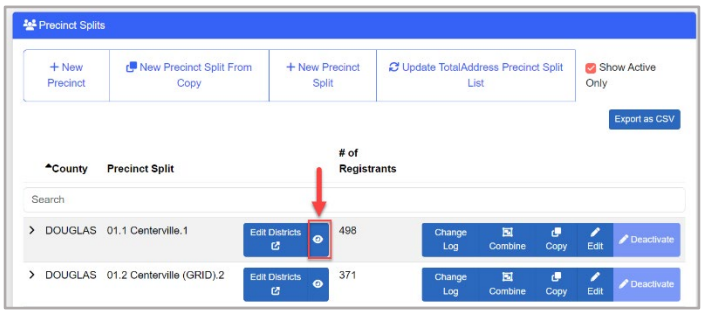
Run the Districts with Precinct Assignments and Precincts with District Assignment Reports. Review and verify accuracy.



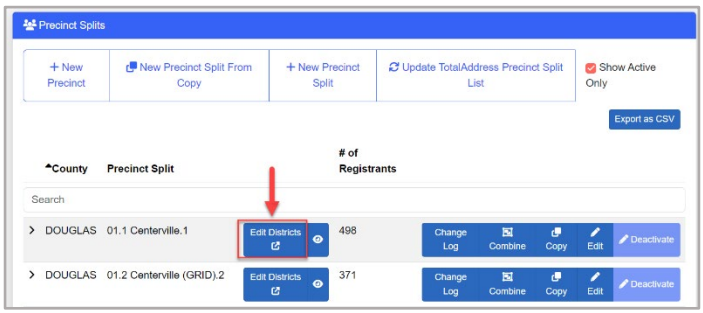
To modify a precinct, from the Navigation bar choose **County Utilities** > **Precinct Splits**.



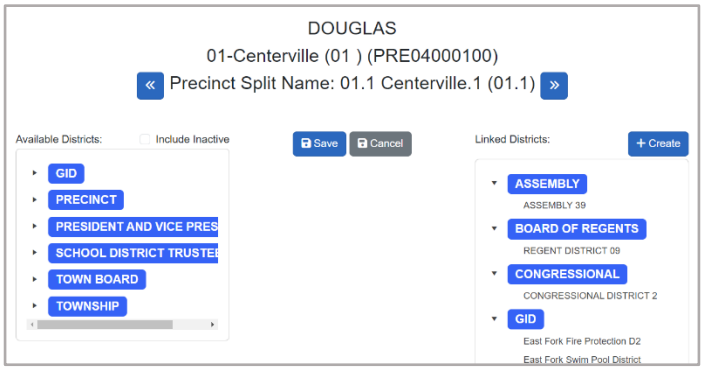
To view the **Precinct Split** with all the associated **Districts**, click the view icon.



To edit the **Districts** associated with a **Precinct Split**, click **[Edit Districts]**.



Make changes by moving Districts from **Available Districts** list to **Linked Districts** and **[Save]**.



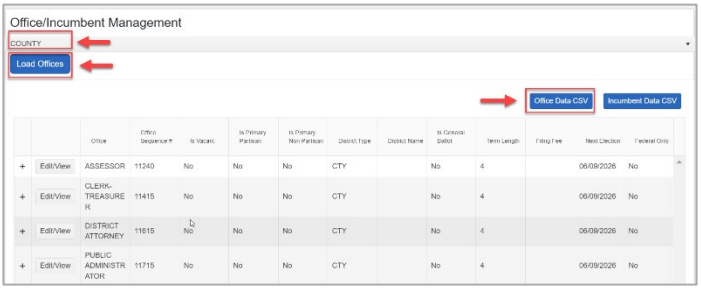
Managing Offices

This document covers processes associated with managing Offices in preparation for ballot setup in TotalVote.

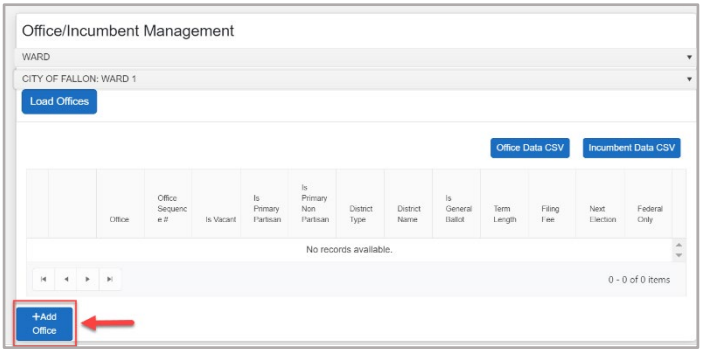
From the Navigation Bar, select Election Management > Office/Incumbent Management.
Click the **Select District Type** menu bar and select the **District Type**.



With the District Type selected, click **[Load Offices]**.
Click **[Office Data CSV]** to export a listing of all offices. Review to confirm all Offices are listed.

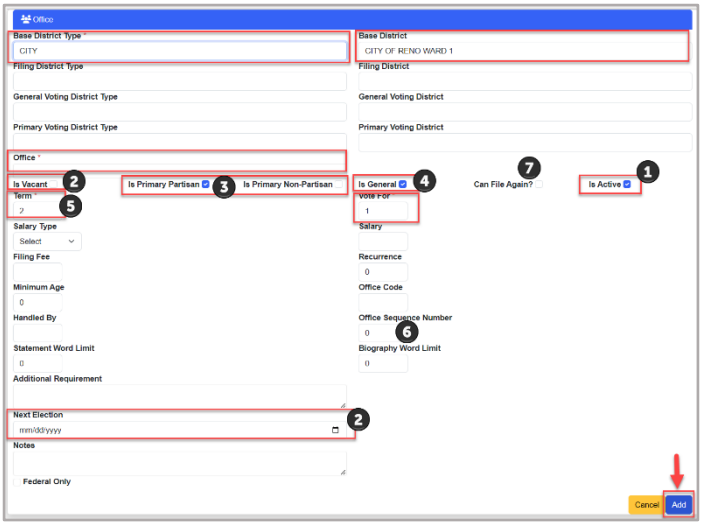


If an Office is not listed, click [+Add Office].



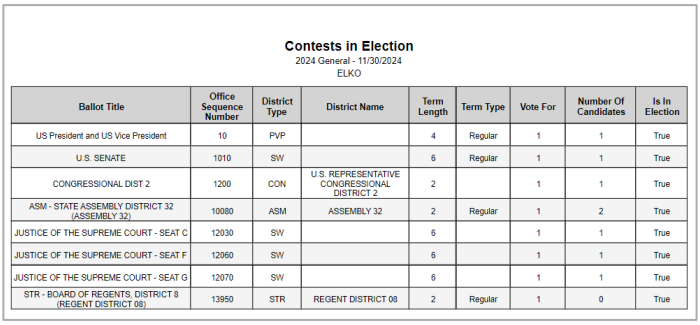
Enter all required* fields and **[Add]**.

- **Is Active** must be selected for the office to be added to a Ballot.
- If **Is Vacant** is selected, the **Office** will be included in **Ballot Setup** based on **Next Election** date.
- Is Primary Partisan and Is Primary Non-Partisan should not both be selected.
- **Is General** triggers inclusion on General Election ballots.
- **Term*** triggers ballot inclusion in relevant future elections.



- **Office Sequence Number** specifies the office's placement on the ballot. See
- Appendix: Office Sequence Numbers.
- **Can File Again?** is for county use and does not impact reporting or ballot setup functions in TotalVote.

After all offices are set up, view a summary of Contests. Click **Reports** > **Reports** and select **Contests in Election**.
Verify Ballot Title, Office Sequence number, Term Length, etc.



Contests in Election
2024 General - 11/30/2024
ELKO

Ballot Title	Office Sequence Number	District Type	District Name	Term Length	Term Type	Vote For	Number Of Candidates	Is In Election
US President and US Vice President	10	PVP		4	Regular	1	1	True
U.S. SENATE	1010	SW		6	Regular	1	1	True
CONGRESSIONAL DIST 2	1200	CON	U.S. REPRESENTATIVE CONGRESSIONAL DISTRICT 2	2		1	1	True
ASM - STATE ASSEMBLY DISTRICT 32 (ASSEMBLY 32)	10080	ASM	ASSEMBLY 32	2	Regular	1	2	True
JUSTICE OF THE SUPREME COURT - SEAT C	12030	SW		6		1	1	True
JUSTICE OF THE SUPREME COURT - SEAT F	12060	SW		6		1	1	True
JUSTICE OF THE SUPREME COURT - SEAT G	12070	SW		6		1	1	True
STR - BOARD OF REGENTS, DISTRICT 8 (REGENT DISTRICT 08)	13950	STR	REGENT DISTRICT 08	2	Regular	1	0	True

Appendix: Office Sequence Numbers

Federal Partisan Offices

Range	Office
0001 – 1000	President and Vice President of the United States
1001 – 2000	United States Senator
2001 – 3000	Representative in Congress

Statewide Partisan Offices

Range	Office
3001 - 4000	Governor
4001 – 5000	Lieutenant Governor
5001 - 6000	Secretary of State
6001 - 7000	Treasurer
7001 – 8000	Controller
8001 – 9000	Attorney General
9001 – 10000	State Senators
10001 – 11000	Assembly

Other State and District Offices

Range	Office
12001 – 13000	Statewide nonpartisan offices

13001 – 14000	District nonpartisan offices

City/County/Township Offices

Range	Office
11001 – 12000	County and township partisan offices
14001 – 15000	County nonpartisan offices
15001 – 16000	Mayor
16001 – 17000	Council members according to ward in numerical order; if no wards, in alphabetical order
17001 – 18000	Municipal judges

Ballot Questions

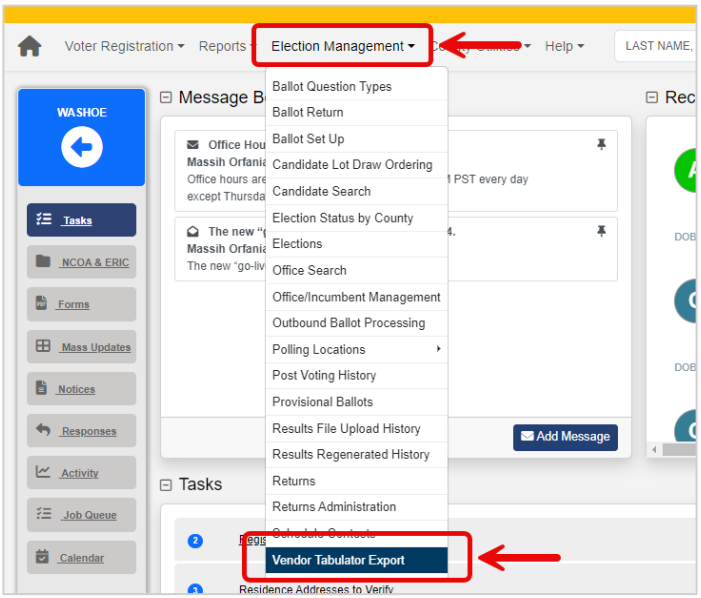
Range	Office
19001 – 20000	Statewide Questions
20001 – 21000	County Questions

Generating the Election Package

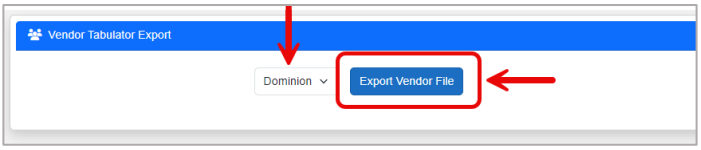
After creating and pre-proofing Ballot Styles, prepare the Election Package for the Tabulation Vendor. This guide covers processes for creating, preparing, and sending the Election Package.

Exporting the Vendor Tabulation File

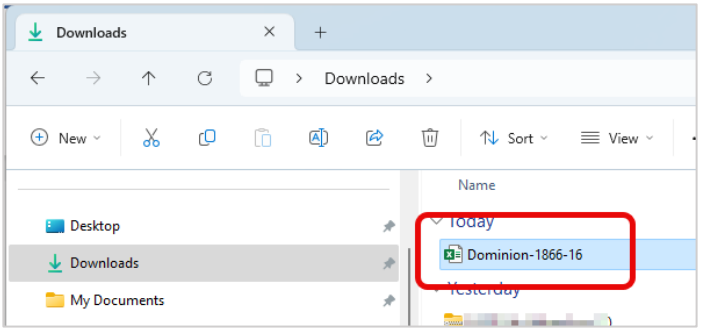
From the Navigation Bar, select Election Management > Vendor Tabulator Export.



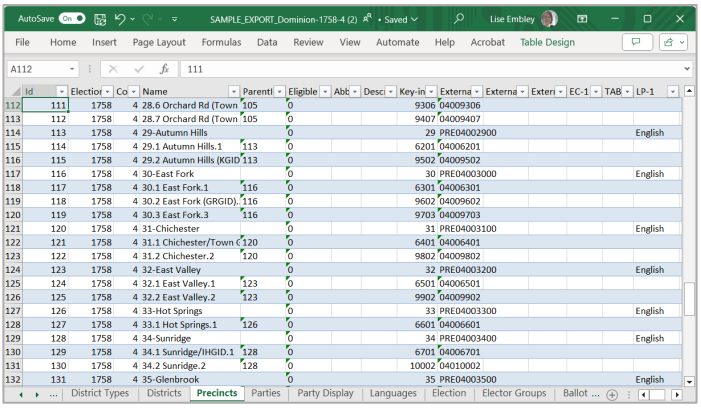
The County's Tabulation Vendor (**Dominion** or **ES&S**) is displayed. Click **[Export Vendor File]**.



A CSV file is exported to the **Downloads** folder.
Double click on the file link in Downloads to open and review the .csv file in Excel.



Proof the Tabulation File against Ballot Styles reports. Make any user error corrections.
For corrections to the Tabulation File that are not County error, **contact VREMS support** for assistance before preparing the final Election Package.



Preparing the Election Package

Dominion	ES&S
Collect the Tabulation File. Complete the Election Definition Form Complete the **Roster & Schedule of Equipment** to be used during the election: • Number of voting devices • Location of Vote Centers where the devices are assigned • Timeframe for when devices will be used.	Collect the Tabulation File Complete the ES&S Pre-Election Questionnaire

Sending Election Package to Tabulation Vendor

Dominion Counties	ES&S Counties
c Upload the Election Package to Dominion.	c Upload the Election Package to ES&S.

Next Step: Ballot Proofing

Ballot Proofing - Dominion

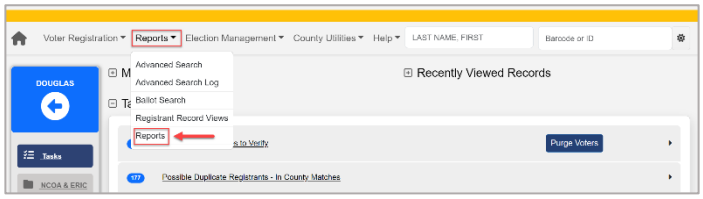
Dominion prepares the **Election Project** from the County's **Election Package**, creating reports the County will reference for Ballot Proofing. Reports include Ballot Types, Choices, Contests, Districts, Precincts, Activation Codes, etc.

Note: Dominion notifies the County when reports are available for retrieval/download.

Running Ballot Proofing Reports

Run **Ballot Proofing** reports in TotalVote to proof against the Election Project.

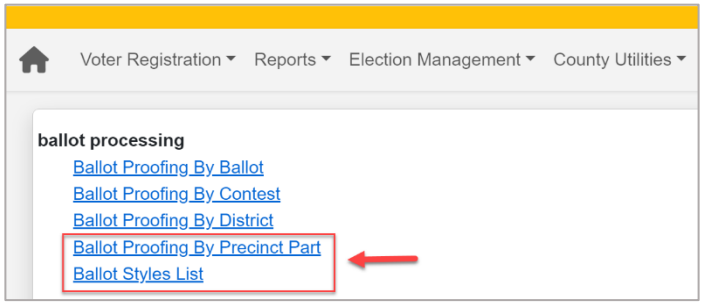
From the Navigation bar, select **Reports** > **Reports**.



TotalVote offers a variety of reports that may be useful. Start with these:

- Ballot Proofing By Precinct Part
- Ballot Styles List

The Ballot Styles spreadsheet exported during ballot setup may also be helpful.



Comparing Reports and Making Corrections

Compare Dominion's **Election Project reports** to the following:

- State's Certified Candidate List (*from Aurora*)
- County's original **Election Package**
- TotalVote reports

Look for errors or inconsistencies and troubleshoot the root causes.

If the error is data entry in TotalVote	If the error is in Dominion project reports
• Make updates in TotalVote. • Make updates to the **County's Elections Package**, as needed. • **Re-generate ballot styles** so vendor tabulation files are updated.	• Identify issues and updates needed in the **Election Project** • Work with Dominion to resolve them.

If changes are made in TotalVote, regenerate ballot styles or the changes will not appear in the tabulation files to the vendor.

IMPORTANT: To move forward with an election, there must be **no errors or inconsistencies** between the **Election Package**, data in TotalVote, and **Election Project** reports.

Updating and Resubmitting the Election Package

If updates were made in TotalVote, **re-generate and validate Ballot Styles** until all errors are resolved.

- Re-export and validate the Vendor Tabulation File in TotalVote.
- Re-assemble the County's corrected **Election Package**:
  - Updated Vendor **Tabulation File**
  - Updated County **Election Package** forms (if updates were made).
  - List issues and updates needed to the **Election Project** by Dominion
- Re-upload the updated **Election Package** to Dominion. Some changes may be communicated to Dominion via email when files are not being exchanged.
- Notify Dominion that updates are needed.
- Repeat Ballot Proofing processes until the Election Project reports are clean/approved.

Creating and Proofing Ballot Images

After the County approves Dominion's **Election Project** reports, Dominion creates ballot images (PDFs) that will be used for:

- Mail Ballots
- Email ballots
- Electronic Ballots (for ICX Primes)

Dominion then sends ballot images to the County for proofing. Compare precinct numbers, ballot styles, offices and candidates on the PDFs. Additional items the County should proof include, but are not limited to:

- Ballot header, content, and footer
- Contest and Choice order
- Vote for #
- Party designation

Submitting Project Package Authorization

Once Dominion's **Election Project** reports are clean/approved, Counties send the authorization signoff for each Dominion Election Project report/component to Dominion.

Preparing the Final Election Project Package

After the County approves ballot images, Dominion prepares and sends the final **Election Project Package** to the County. The package includes, but is not limited to:

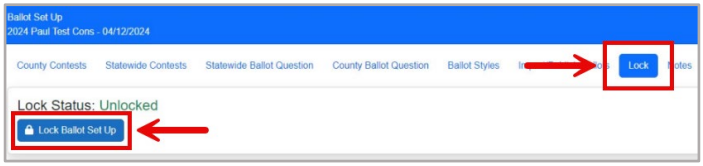
- Ballot images
- Reports
- Audio files for tabulation machines
- Data file used for programming the USB files for the ICX machines
- EASE files to be submitted to the state for upload to the portal

Locking the Ballot Setup

After receiving the final Election Project Package from Dominion, lock the Ballot Setup in **TotalVote** to prohibit edits to contests, candidates, ballot questions, and ballot styles.

NOTE: TotalVote will lock the election automatically once Ballots are issued.

From the Navigation Bar, select Election Management > Ballot Set Up > Lock > [Lock Ballot Set Up]



Providing Ballot Images and Test Decks to the Print Vendor

After receiving Dominion's final **Election Project Package** and locking the **Ballot Setup**, send the following to the Print Vendor:

- Final approved ballot images (PDFs)
- Test Decks images

The print vendor then generates Mail Ballot proofs and printed Test Decks and sends them to the County for proofing. Counties with ballot printers may print Test Decks in-house.

Proof Mail Ballots and printed Test Decks. Work with the Print Vendor until errors are resolved.

Submitting Print Vendor Authorization

Once the **Mail Ballot** and **Test Deck** proofs are approved, send authorization signoff to the Print Vendor. Ensure ballot proofs are final and approved **on or before date set by print vendors**.

Next Step: Outbound Ballot Processing

Ballot Proofing -ES&S

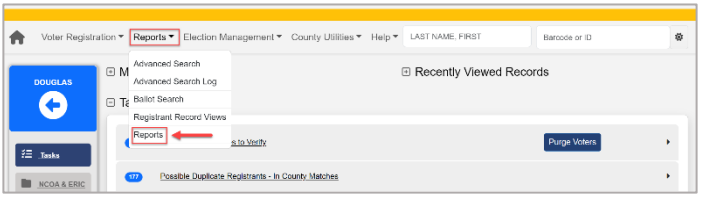
After ES&S receives the **Election Package**, the County begins entering election information (offices, contests, etc.) into the ES&S tabulation software portal.
After the County enters information into the ES&S Portal, ES&S produces ballot images (PDFs) and an election data file (the "**Election Project Package**") that will be used to program tabulation machines and voting equipment.

ES&S sends the **Election Project Package** to the county via the secure file sharing portal and notifies the county that reports are available for retrieval/download.

Running Ballot Proofing Reports

Run **Ballot Proofing** reports in TotalVote to proof against the Election Project reports.

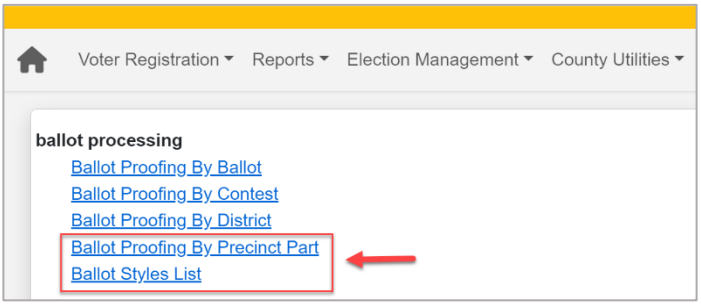
From the Navigation bar, select **Reports** > **Reports**.



TotalVote offers a variety of reports that may be useful. Start with these:

- Ballot Proofing By Precinct Part
- Ballot Styles List

The Ballot Styles spreadsheet exported during ballot setup may also be helpful.



Comparing and Making Corrections

Compare the ES&S **Election Project Package** to the following:

- State's Certified Candidate List (*from Aurora*)
- County's original **Election Package**
- TotalVote ballot proofing reports (*above*)

Look for errors or inconsistencies and troubleshoot root causes.

If the error is data entry in TotalVote	If the error is with ES&S project reports
• Make updates in TotalVote. • Make updates to the County's Elections Package, as needed. • Re-generate ballot styles so vendor tabulation files are updated.	• Identify issues and updates needed in the Election Project • Work with ES&S to resolve them.

IMPORTANT: To move forward with election setup, there must be **no errors or inconsistencies** between the **Election Package**, data in TotalVote, and **Election Project**

reports.

Proofing Election Data On Tabulators

At this point, the County may begin programming USBs with the election data file and testing the election data on tabulators to ensure ballots display properly on tabulation machines and voting equipment.

Proofing Ballot Images

Ballot images (PDFs) will be used for:

- Mail ballots
- Email ballots
- Electronic ballots (for ExpressVote Ballot Marking Devices)

Compare precinct numbers, ballot styles, offices, contests, and candidates on the PDFs. Additional items to proof include, but are not limited to:

- Ballot header, content, and footer
- Contest and Choice order
- Vote for #
- Party designation

Ensure ballots print properly from ballot printers used for printing mail ballots in-house.

Updating and Resubmitting the Election Package

If updates were made in TotalVote, r**e-generate and validate Ballot Styles** until all errors are resolved.

- Re-export and validate the Vendor Tabulation File in TotalVote.
- Re-assemble the County's **Election Package** w/corrections:
  - Updated Vendor Tabulation File
  - Updated County Election Package forms, only if updates were made.
  - List issues and updates needed to the Election Project Package by ES&S
- Re-upload the updated Election Package to ES&S. Some counties may communicate changes to ES&S via email when files are not being exchanged.
- Notify ES&S that updates are needed.

IMPORTANT: Repeat Ballot Proofing processes until the Election Project reports are clean/approved.

Submitting Project Package Authorization

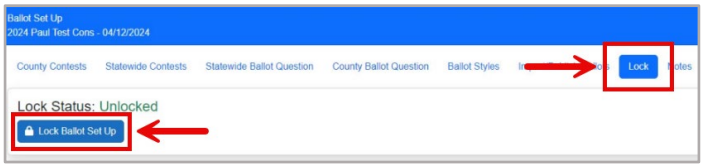
Once the ES&S Election **Project Package** (ballot images and data file) is approved, Counties submit authorization signoff to ES&S.

Locking the Ballot Setup

After approving the Election Project Package, lock the Ballot Setup in **TotalVote** to prohibit edits to contests, candidates, ballot questions, and ballot styles.

NOTE: TotalVote will lock the election automatically once Ballots are issued.

From the Navigation Bar, select Elections Management > Ballot Set Up > Lock > [Lock Ballot Setup].



Providing Ballot Images and Test Decks to the Print Vendor

After approving the ES&S Election **Project Package** and locking the **Ballot Setup**, send the following to the Print Vendor:

- Final approved ballot images (PDFs)
- Test Decks images

The Print Vendor then generates Mail Ballot proofs and printed Test Decks and sends them to the County for proofing. Counties with ballot printers may print Test Decks in-house.

Proof Mail Ballots and printed Test Decks. Work with the Print Vendor until errors are resolved.

Submitting Print Vendor Authorization/Approval

Once the **Mail Ballot** and **Test Deck** proofs are approved, send authorization signoff to the Print Vendor. Ensure ballot proofs are final and approved **on or before print vendor deadline**.

Next Step: Outbound Ballot Processing

Outbound Ballot Processing

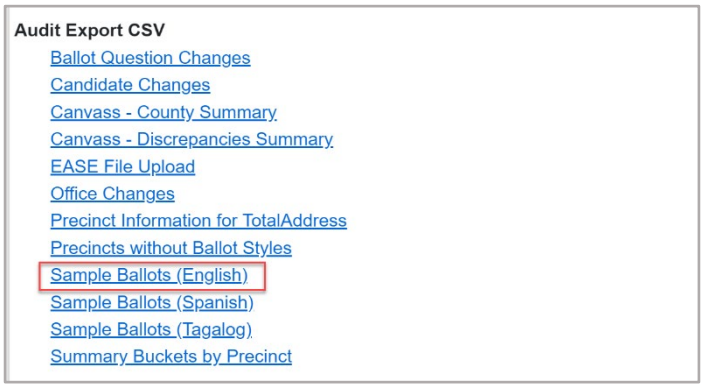
This document covers the steps to prepare files for printing and mailing sample and official ballots in-house or through a print vendor.

Preparing the Sample Ballot Mailing List

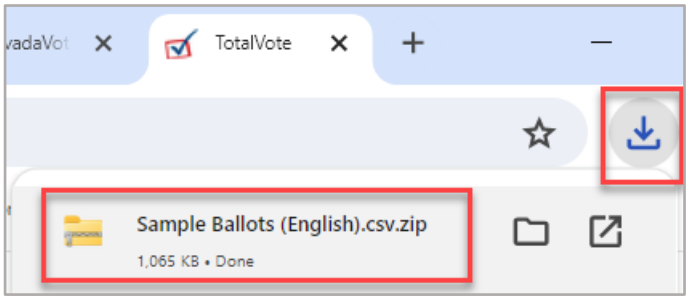
Sample ballot reports in TotalVote list the names and addresses of *all active voters* as of the date of the CSV export. They are not voter-specific representations of ballot styles.

NOTE: The export **will include** those who have opted out of Vote By Mail ("Opt Out VBM" in the voter profile) since NRS 293.565 requires that all active registered voters receive sample ballot election information.

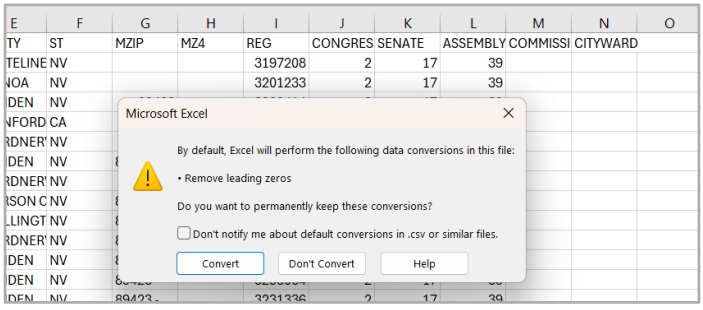
From the Navigation Bar, select **Reports** > **Reports**.
Scroll down to the **Audit Export CSV** report heading and select **Sample Ballots (English).**



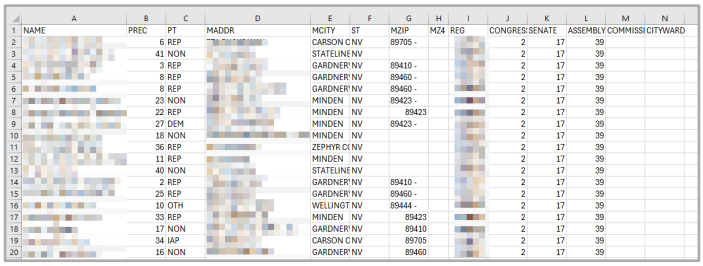
TotalVote exports a .csv file of voter names and addresses to the downloads folder.



Double click on the file link in the Downloads folder to open the .csv file in your system's default spreadsheet application (usually Excel).
Excel prompts to Remove Leading Zeros. Choose **[Convert]** or **[Don't Convert]** based on your vendor's preferred format.



Save the .csv file in spreadsheet format.
The file can be sent to your ballot mailing vendor or used to print labels in house.

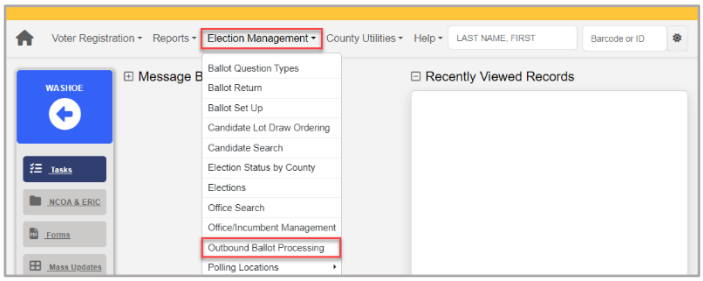


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	NAME	PREC	PT	MADDR	MCITY	ST	MZIP	MZ4	REG	CONGRES	SENATE	ASSEMBLY	COMMISSI	CITYWARD
2		6	REP		CARSON C	NV	89705 -			2	17	39		
3		41	NON		STATELINE	NV				2	17	39		
4		3	REP		GARDNER	NV	89410 -			2	17	39		
5		8	REP		GARDNER	NV	89460 -			2	17	39		
6		8	REP		GARDNER	NV	89460 -			2	17	39		
7		23	NON		MINDEN	NV	89423 -			2	17	39		
8		22	REP		MINDEN	NV	89423			2	17	39		
9		27	DEM		MINDEN	NV	89423 -			2	17	39		
10		18	NON		MINDEN	NV				2	17	39		
11		36	REP		ZEPHYR C	NV				2	17	39		
12		11	REP		MINDEN	NV				2	17	39		
13		40	NON		STATELINE	NV				2	17	39		
14		2	REP		GARDNER	NV	89410 -			2	17	39		
15		25	REP		GARDNER	NV	89460 -			2	17	39		
16		10	OTH		WELLINGT	NV	89444 -			2	17	39		
17		33	REP		MINDEN	NV	89423			2	17	39		
18		17	NON		GARDNER	NV	89410			2	17	39		
19		34	IAP		CARSON C	NV	89705			2	17	39		
20		16	NON		GARDNER	NV	89460			2	17	39		

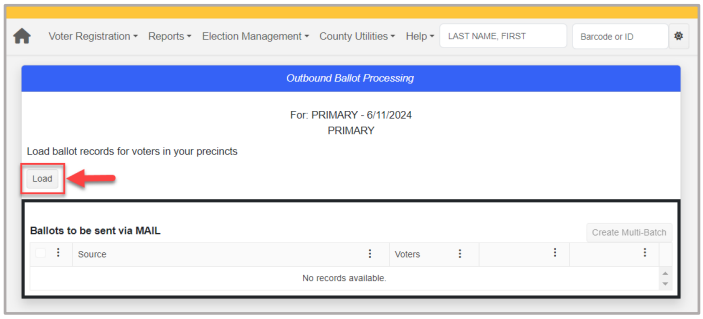
Preparing Outbound Ballots

Outbound Ballot Processing occurs after the election is set up, contest and candidates entered, and ballot styles generated.

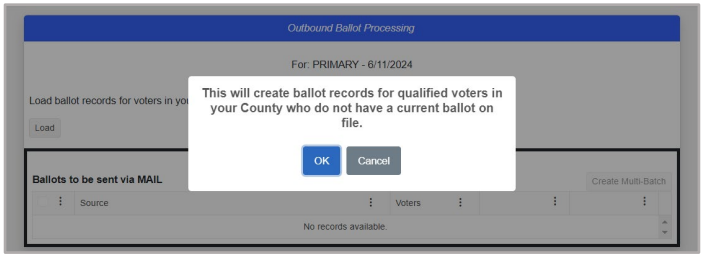
From the Navigation bar, select Election Management > Outbound Ballot Processing.



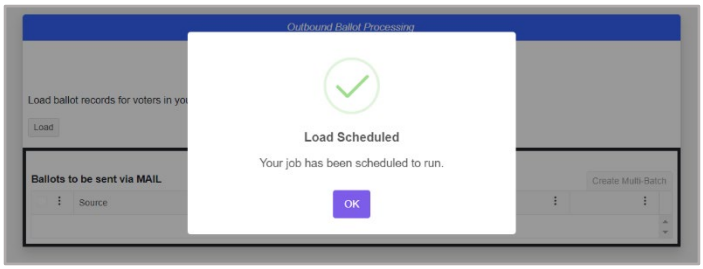
Click **[Load]** to generate a list of all voters eligible to receive a ballot.



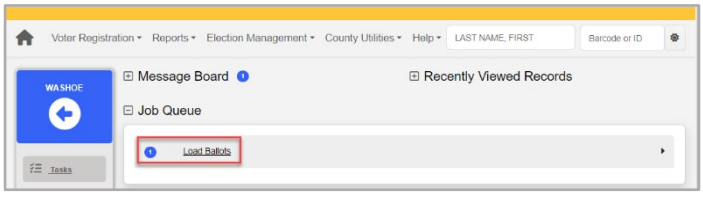
A dialog box appears confirming that you are creating ("loading") ballot records for voters without a current ballot on file.
Click [**OK**].



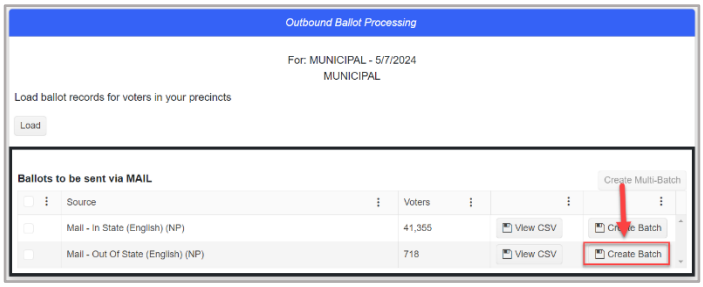
The ballot load is scheduled to run.
Click [**OK**].
Note: The ballot load process can take several minutes. Wait and then refresh the page. **Do not click [Load] multiple times** in an attempt to expedite the process.



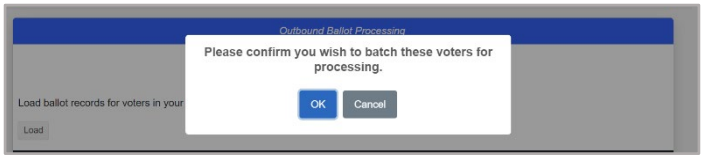
When the process is complete, ballot records are available by refreshing the browser or opening the **Job Queue** on the Dashboard.
From the Job Queue, click **[Load Ballots]** > **[View]** to see ballot records.



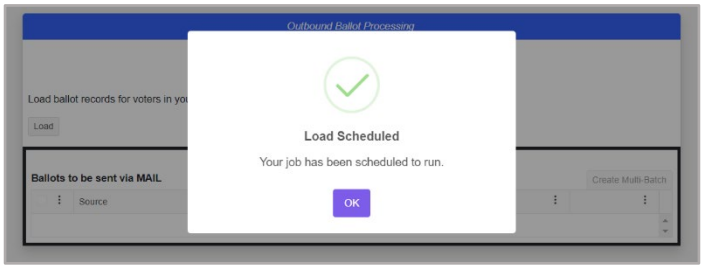
To prepare a batch of ballots for mailing, click **[Create Batch]**.
Note: TotalVote has a 5,000-label limit.



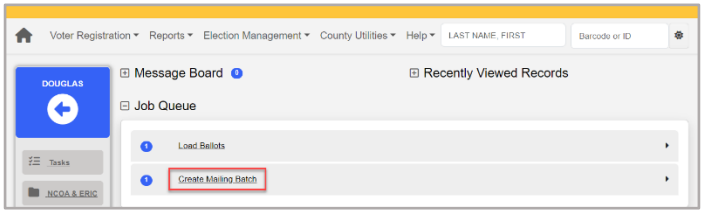
Click **[OK]** to confirm your selection.



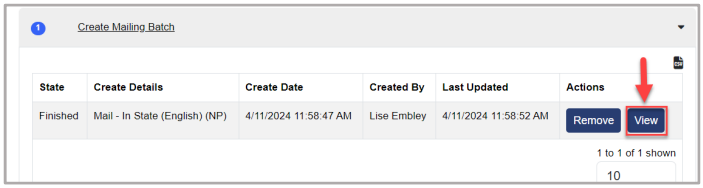
When the batch **Load Scheduled** notification appears, click **[OK]**.



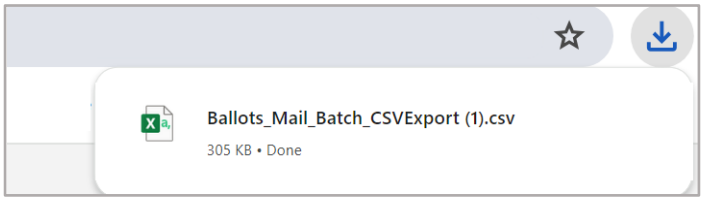
After the batch process is complete, an email notification is sent to the user's email and the batch is available in the **Job Queue** on the Dashboard. Return to the TotalVote Dashboard and select **Create Mailing Batch** from the **Job Queue** or refresh the **Outbound Ballot Processing** screen to display the loaded batches.



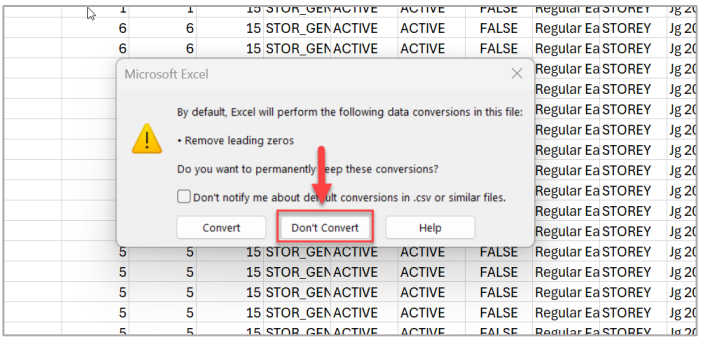
With mailing batch details displayed, select **[View]**.



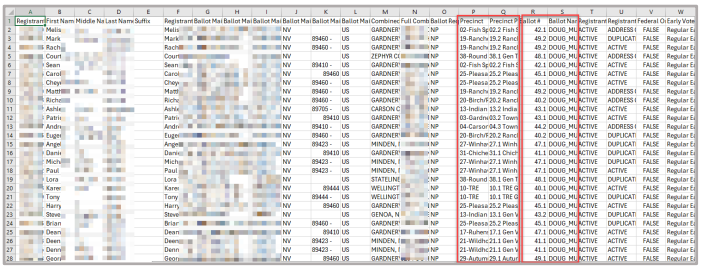
The file is saved to the Downloads folder. Double click to open the file in the default spreadsheet, usually Excel.
Tip: The sort order for the CSV export is set in user Preferences on the Dashboard.



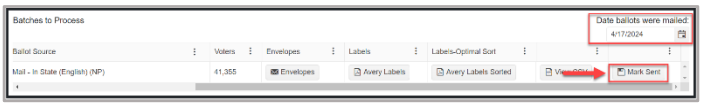
If a dialog opens prompting to remove leading zeros, click **[Don't Convert]**. Save the .csv file in spreadsheet format.



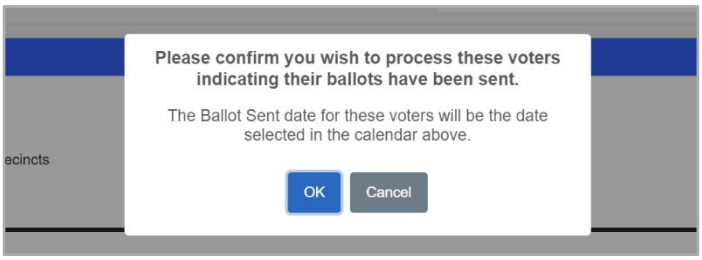
Review the spreadsheet to confirm the export includes all required information.



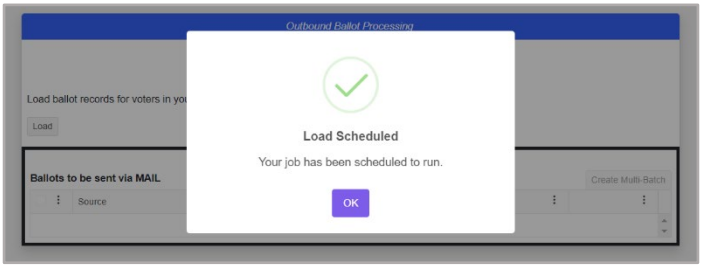
Enter or confirm the **Date ballots were mailed** date, scroll to the right and click **[Mark Sent]**.



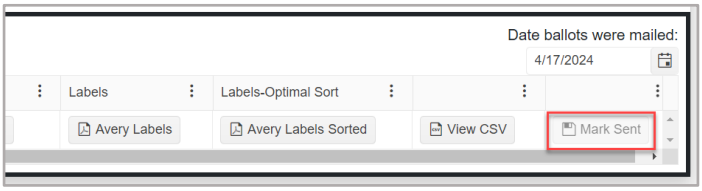
Confirm by clicking **[OK]**.



TotalVote again prompts **Load Scheduled**. Click [**OK**].



Note that **[Mark Sent]** is now grayed out.



If you make changes or updates to voter records, re-run the **[Load]** and **[Mail Batch]** processes. Subsequent **[Load]** processes will be incremental, only loading ballots for new registrants, individuals who had registration updates that impacted their ballot, or individuals who needed replacements for a lost ballot.



Reports

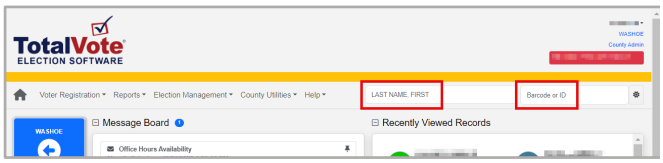
This document lists the steps to complete when utilizing the reporting functions listed in the Reports menu of TotalVotes navigation bar.

Quick Search

Use Quick Search to quickly search for a voter by name, voter ID, or TotalVote barcode from a voter notification correspondence.

NOTE: Barcodes generated by legacy systems will not be recognizable by TotalVote.

Quick Search is in top-right corner of every TotalVote page.



Search by name or birth date:

- Place cursor in **LAST NAME, FIRST** text field.
- **Enter** voter's last and first name.
- **Or Type in** voter's birth date as XX/XX/XXXX.

Any voter matching search will display in a dropdown menu.

- **Select** correct voter to view voter profile.

NOTE: Quick Search displays registrants in any Status in the **User's assigned County**.



Search using Barcode or Registrant ID.

- **Scan** or **enter** barcode or registrant ID into the Barcode or ID text field.
- **Press Enter** to view voter's profile.

NOTE: A registrant Barcode or ID search displays registrants in any Status **statewide**.



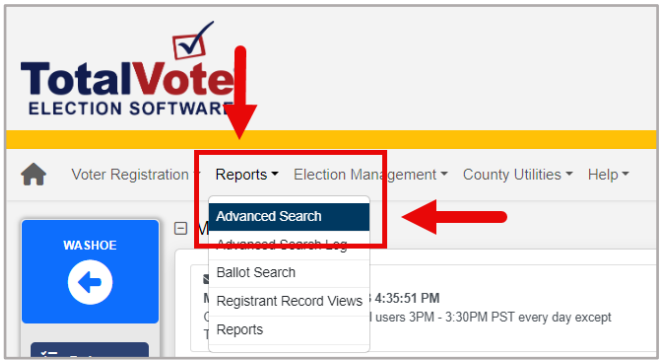
Advanced Search

Use Advanced Search for more granular searches of voter registration records. There are a variety of tabs where search parameters are grouped. User can pick which data fields to query (from multiple tabs at a time, if needed) to build a customized search query. Filters are available to refine your search to include voting, elections, ballots, districts/precincts, petitions, poll workers, questions, contests, contest with precincts, and county precincts with splits.

Defining Your Search Parameters

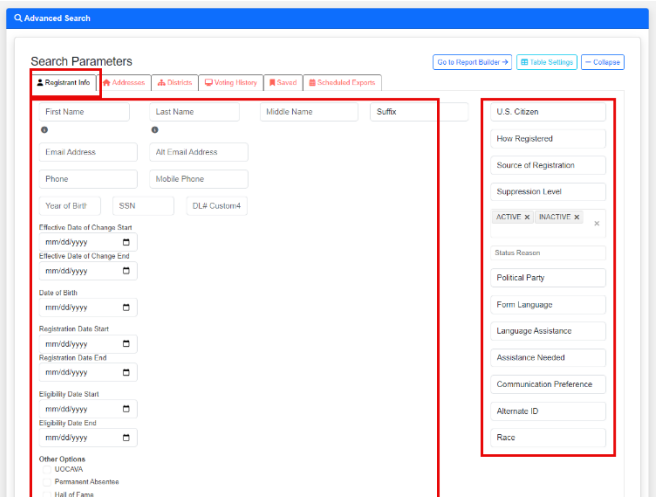
From **Navigation Bar**:

- Select Reports > Advanced Search.



Under **Search Parameters**:

- Select Registrant Info tab.
- **Enter** and/or select all search parameters.

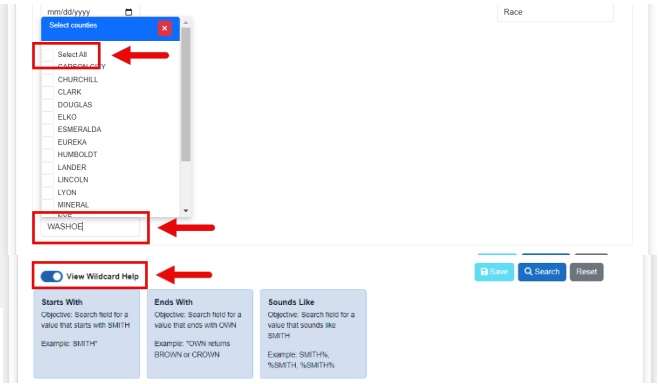


TIP: Advanced Search will only search Active and Inactive registrants by default.

- To search all registrants, click the **[X]** on ACTIVE and INACTIVE labels to clear the **STATUS REASON** field.

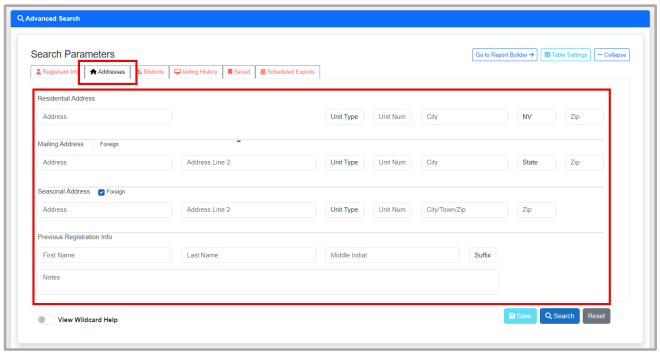
TIP: Advanced Search defaults to user's assigned county.

- To perform a statewide search, choose SELECT ALL in the Select Counties filter.
- Toggle on View Wildcard Help for tips on how to define and improve your search.

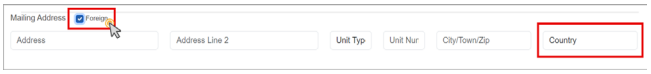


To search by address information:

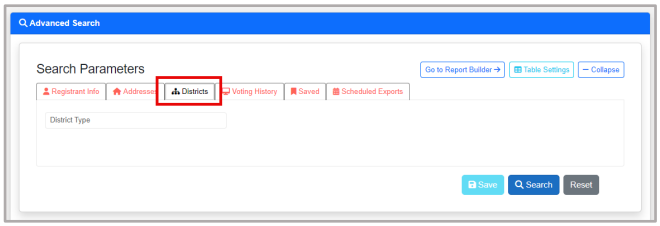
- Select **Addresses** tab.
- **Enter** address search parameters.



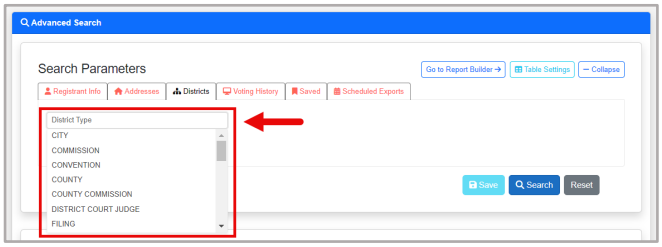
- **Tick** the **Foreign** checkbox to search foreign addresses and/or search by country.



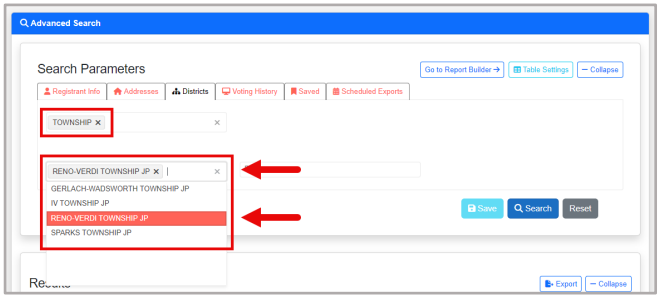
- To search by district, district type, or precinct:
- Select **Districts** tab.



- Choose **District Type(s)** from dropdown menu.

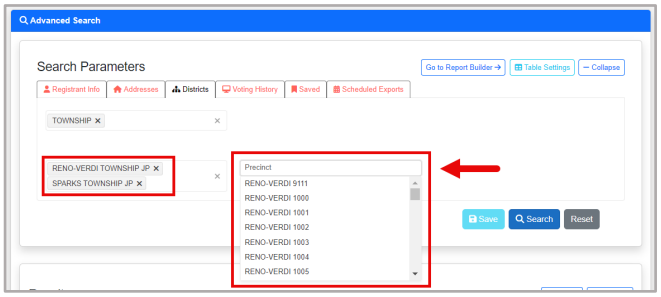


- Choose **District(s)** from dropdown menu, if available.



- Choose **Precinct(s)** from dropdown menu, if available.

TIP: Choose one or more District Types, Districts, and Precincts.



Once all search parameters have been entered:

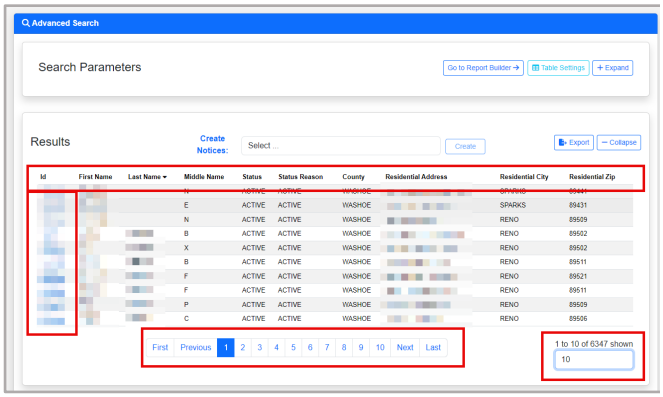
- Click [Search].



Results will display below search parameters.

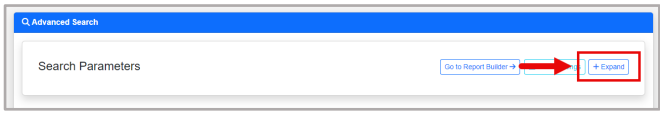
- Click **column heading** to sort results of column alphabetically or numerically.
- Click **ID number** (blue hyperlink) to view Voter Profile.
- Click **[First]**, **[Previous]**, **[Next]**, **[Last]**, and page numbers to navigate pages of results.
- Select a **number of results** to show on each page (i.e. 10, 25, 50, 100).

NOTE: Paging of all results is not available when results are over 100,000 records. To view all 100,000+ records, export the search results.



To **change** or **update** search parameters:

- Click **[+ Expand]** on Search Parameters to edit search parameters and run search again.



To **remove** all search parameters quickly:

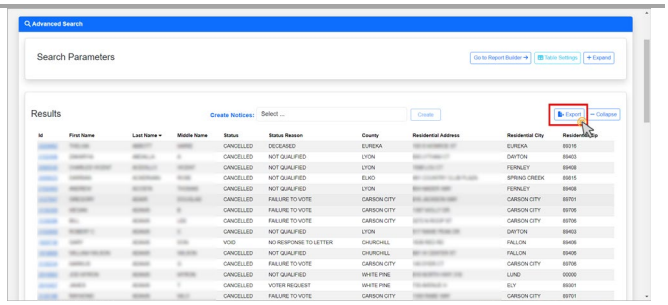
- Click [Reset]



Exporting Search Results

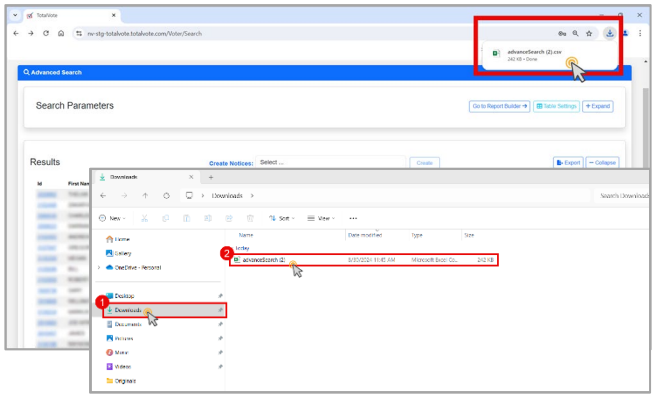
From **Results**:

- Click [Export].



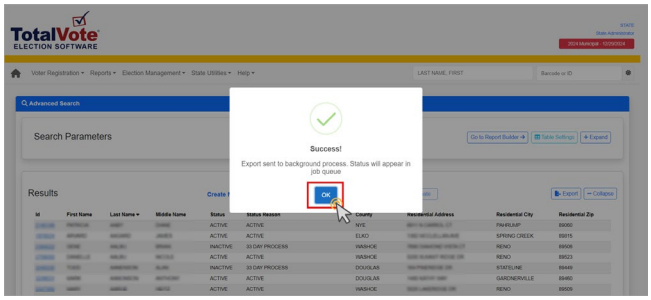
IF results contain **less** than 100,000 records:

- Results will export as CSV.
- Open CSV from web browser downloads queue or computers downloads file explorer.

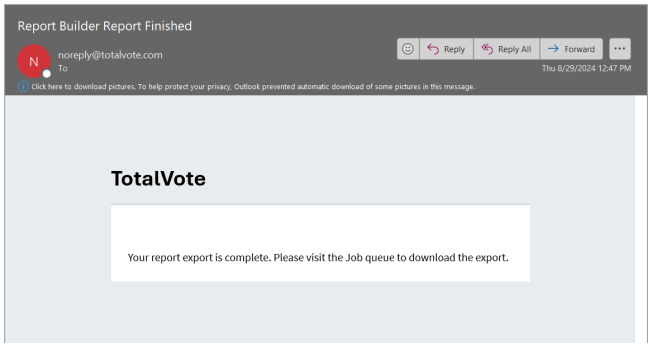


IF results contain **more** than 100,000 records:

- Results will export in background process and can be viewed in **Job Queue** when completed.
- Click **[OK]** on Success notification.

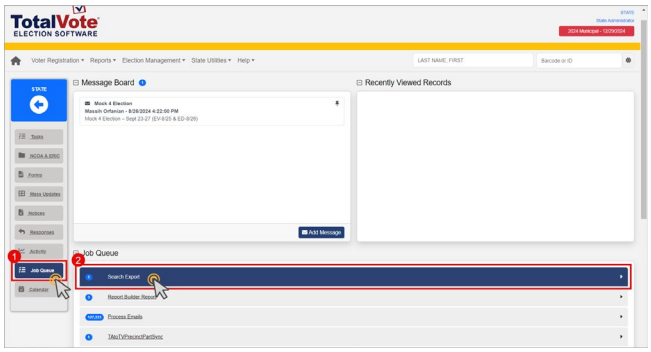


When background process is complete and report is ready to be viewed, TotalVote will send user an **email notification**.



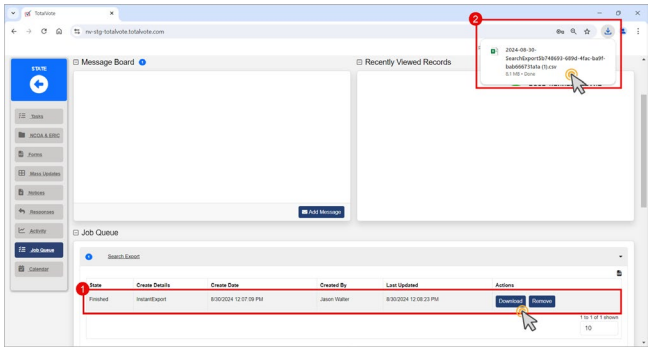
Navigate to TotalVote landing page.

1. Select **[Job Queue]** from side task bar.
2. Select **[Search Export]** from Job Queue list.

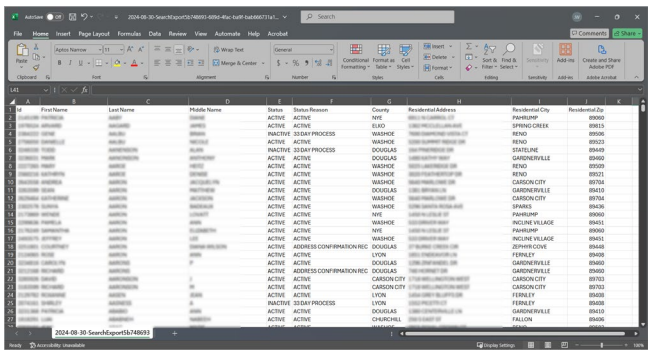


Locate **Finished** report in queue.

1. Click [Download].
2. Open CSV from web browser downloads queue or computers download file explorer.



Report will be viewable in CSV/Excel.

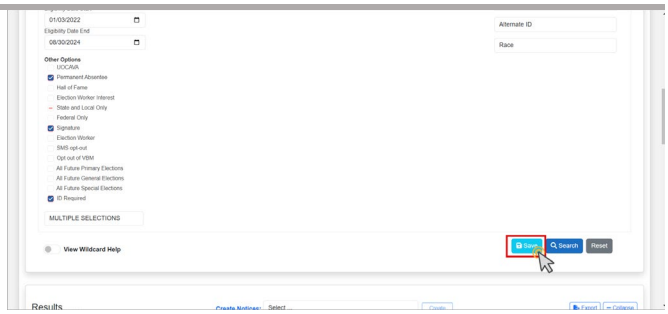


Saving Advanced Search

- Saving an Advanced Search allows you to re-run previous searches without needing to recall or re-enter the search criteria. Factors to consider:
- Saved searches are unique to a user account.
- Only the User who created a saved search can delete it.
- Users can run a saved search any time, excluding deleted saved searches.
- Saved searches cannot be edited. However, Users can run an existing saved search, edit the search criteria, and then save it with a new name. This will not affect the original saved search.
- Saved searches are available to other Users and can be run by anyone with the appropriate permissions.

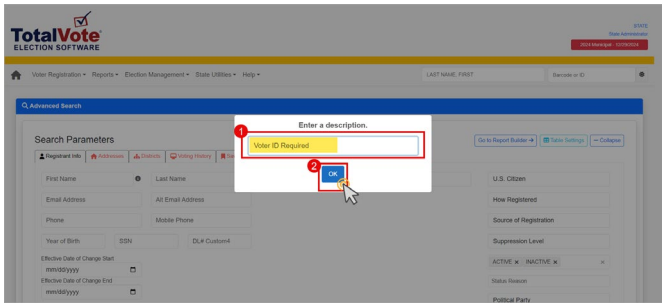
After selecting and entering all parameters of an advanced search:

- Click **[Save]**.



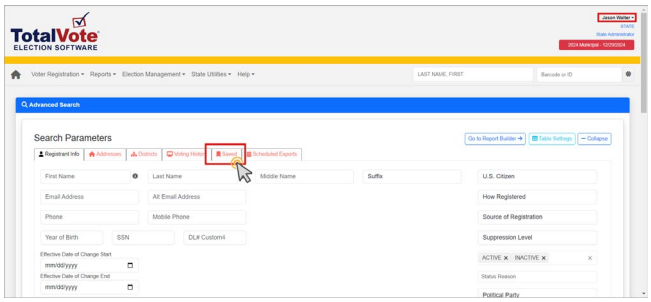
Enter a description notification will appear.

1. **Type in** a description/title.
2. Click **[OK]**.



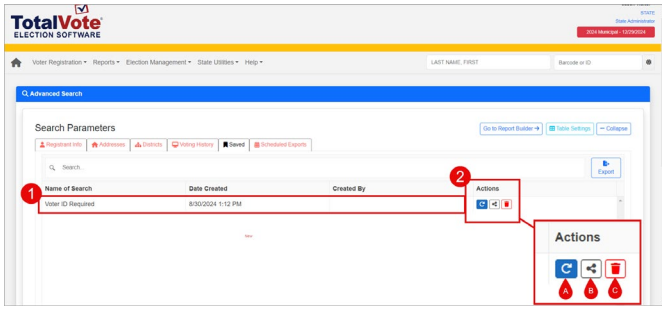
To view and run saved search:

- Select **Saved tab** under Search Parameters.



Saved searches will be listed.

1. **Locate** saved search.
2. Select an **Action** to complete:
   A. **Load** – Run search
   B. **Share** – Share search with other counties/users
   C. **Delete** – Delete search from saved searches

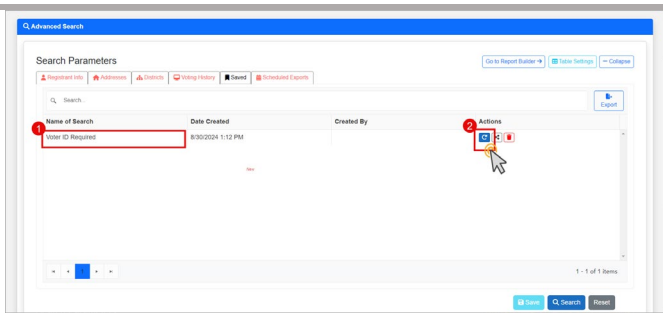


Schedule a Saved Search to Run Automatically

Schedule a saved search to run automatically on a daily, weekly, monthly or yearly basis.

1. **Select** saved search to schedule.
2. Click **[Load]** to populate search.

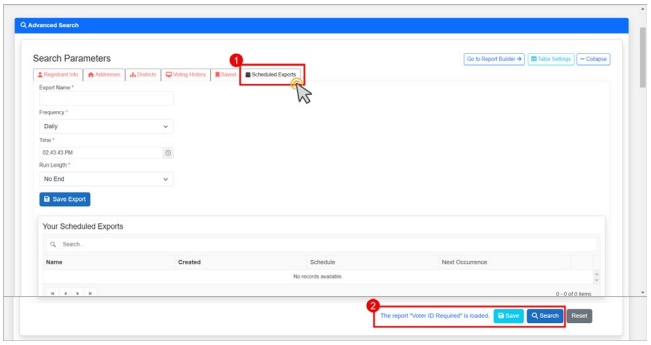
Results of search will be shown.



From **Search Parameters**:

1. Select Scheduled Exports tab.
2. **Confirm** correct saved search is loaded.

NOTE: Title of the current saved search loaded will be displayed next to [Save] and [Search] button of Search Parameters.



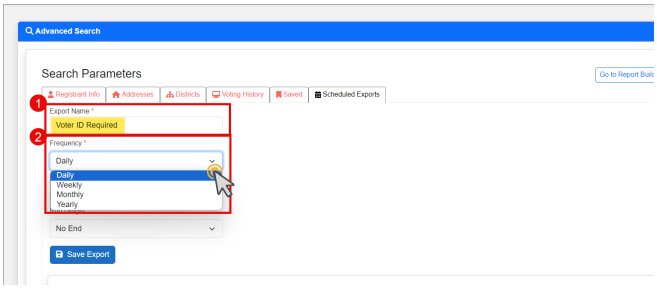
1. **Type in** name of export into **Export Name*** text field.
2. **Choose** frequency from **Frequency*** dropdown menu:

   Daily – Choose time of day only

   Weekly – Choose day of week & time

   Monthly – Choose day of month & time

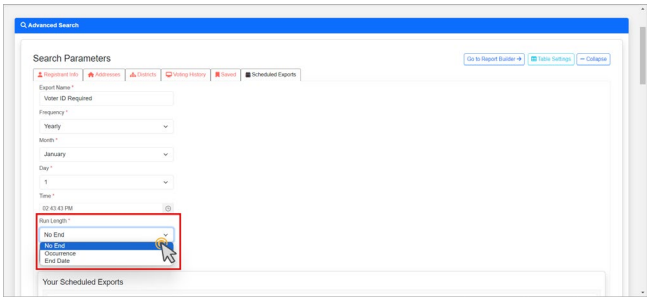
   Yearly – Choose month, day & time



- Choose **Run Length*** from dropdown menu:
  No End – Will run continually until manually stopped/deleted

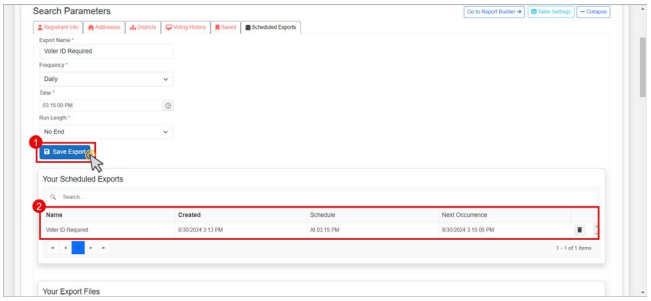
  Occurrence – Set number of times search will run i.e. 3 times, 8 times, etc. before stopping

  End Date – Set a date in future when search is to stop running

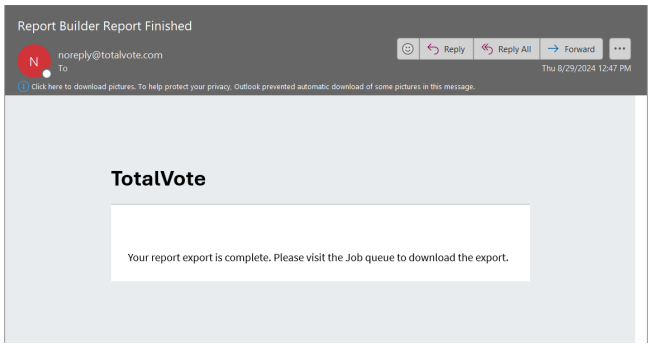


1. Click [Save Export].
2. Scheduled export will be shown under **Your Scheduled Exports**.

NOTE: Saved scheduled exports cannot be edited once created, only deleted. If changes need to be made to export schedule, delete scheduled export and start again. To delete a scheduled export, click the [Trash] icon.



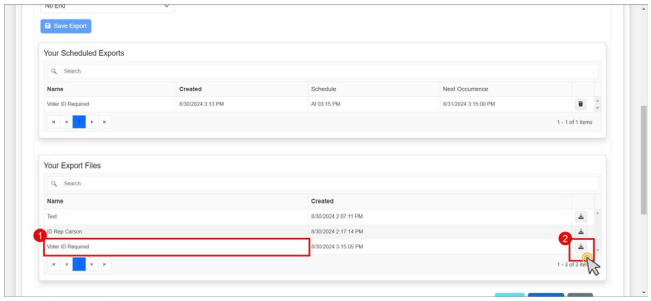
When scheduled export runs at designated time, TotalVote will send user an **email notification** when export is ready to view.



User can download completed export one of two ways.
Export can be downloaded from **Scheduled Exports** tab under **Your Export Files**.

1. **Locate** correct export.
2. Click **[download]** icon.

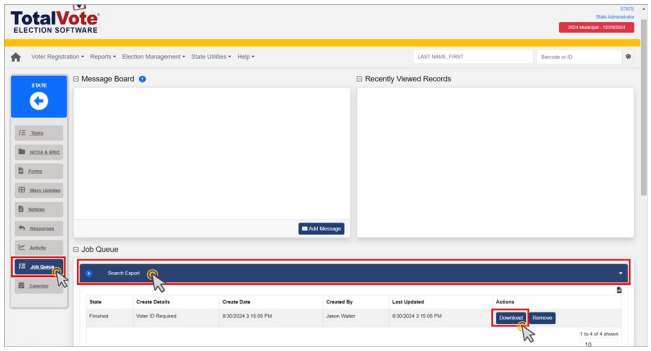
Open export from web browser downloads queue or computers downloads file explorer.



Export can also be downloaded from users **Job Queue**.
Navigate to TotalVote landing page.

1. Select **[Job Queue**] from side task bar.
2. Select **[Search Export]** from Job Queue.
3. Click [Download].

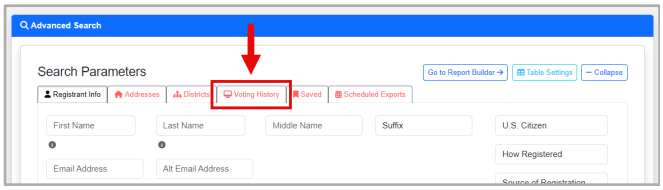
Open CSV from web browser downloads queue or computers downloads file explorer.



Search by Voting History

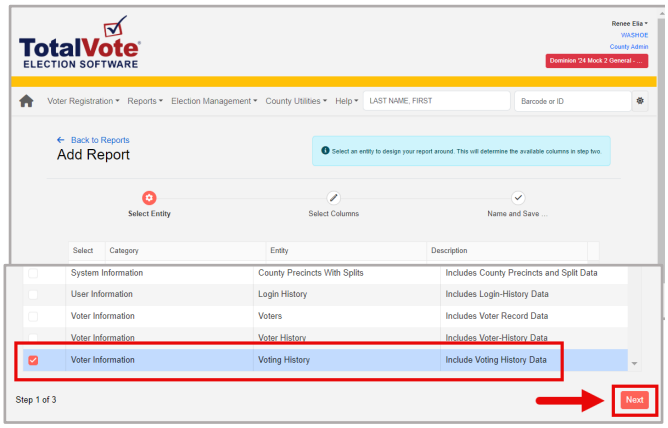
Under **Search Parameters**:

- Select Voting History tab.



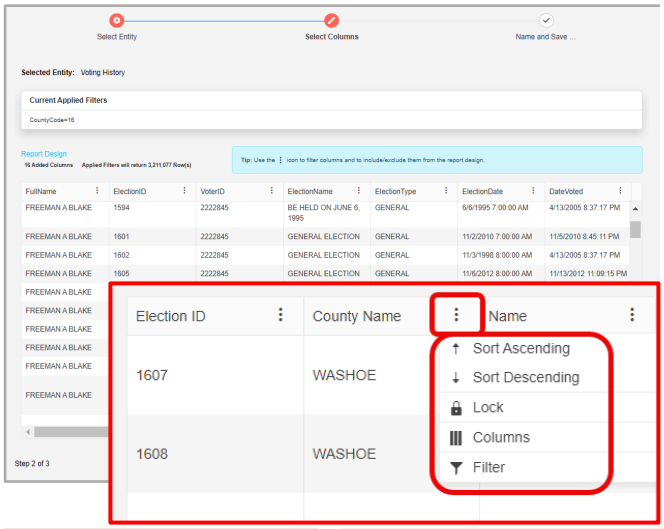
Report Builder opens.
Voting Informationn | Voting History |Include Voting History Data entity is automatically selected.

- Click **[Next]**.



The Voting History report data is displayed.

- Click a **vertical ellipsis [⋮]** from a column header to sort, lock, add/remove column(s) and/or filter columns data.

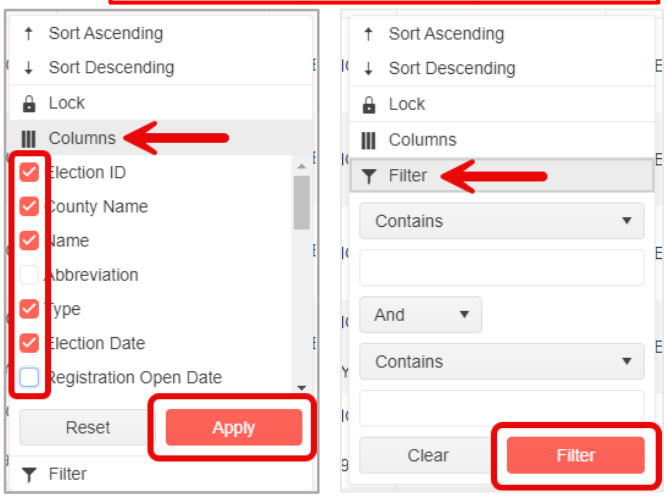


To add/remove column(s):

- Select **Columns** and tick/untick column(s) and click **[Apply]**.

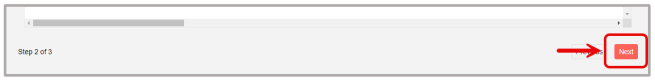
To filter column data:

- Select **Filter** and choose **filter type** and enter **data point** and click **[Filter]**.



Once all parameters have been entered:

- Click **[Next]**.

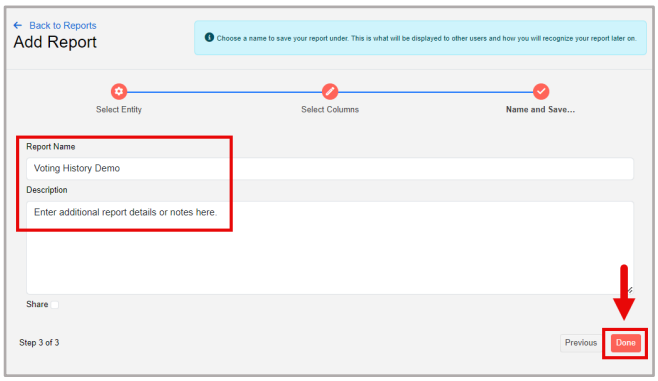


- Type in **Report Name** and **Description** identifying its intended purpose and data it contains.
- Click **[Done]**.

Success notification will appear.

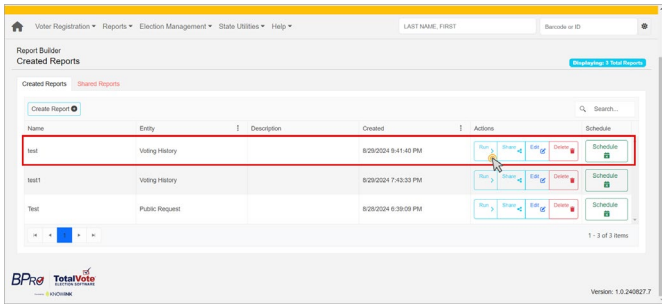
- Click **[OK]**.

NOTE: Report will be saved and can be ran again in the future as well as be available for other users to run at any time. The Name and Description of the report will be valuable information for users to find, understand its purpose, and know its data set.



From the **Created Reports tab**:

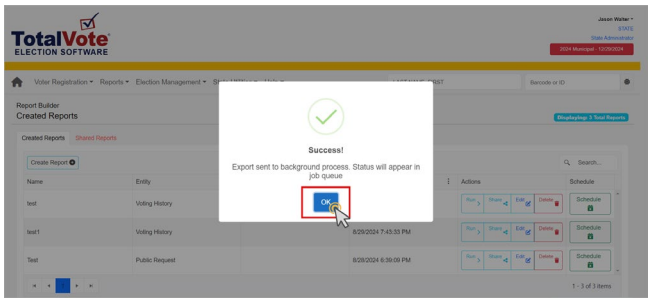
- Locate created report.
- Click **[Run]** under Actions.



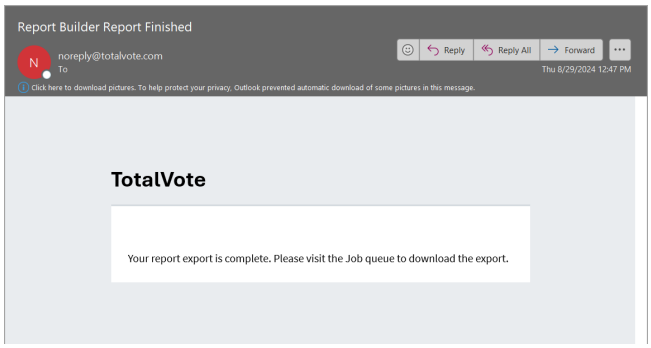
Success notification will appear.

- Click **[OK]**.

Report will export in background and can be viewed in **Job Queue** when complete.

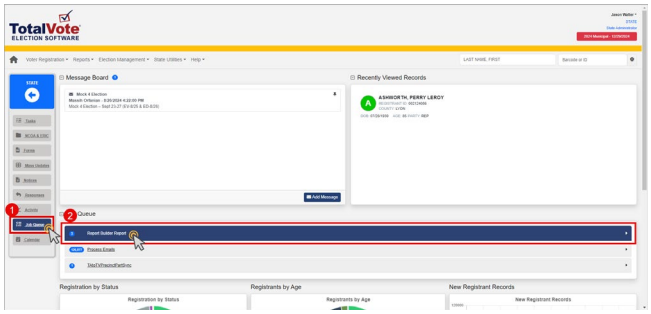


When report is ready to be viewed, TotalVote will send user an **email notification**.



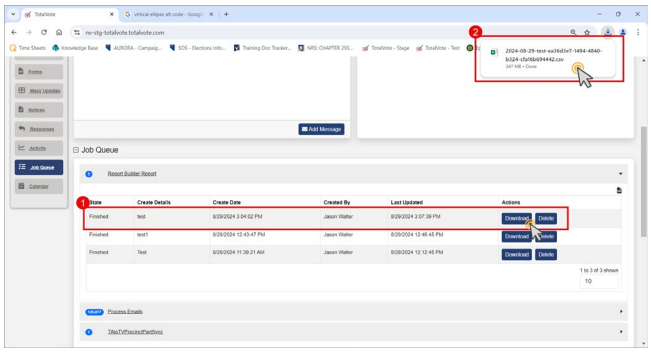
Navigate to TotalVote landing page.

1. Select **[Job Queue]** from side task bar.
2. Select **[Report Builder Report]** from Job Queue.

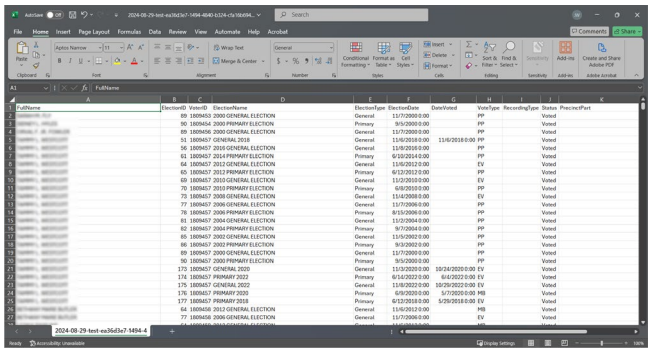


Locate **Finished** report.

1. Click [Download].
2. Open CSV from web browser downloads queue or computers downloads file explorer.



Report will be viewable in CSV/Excel.

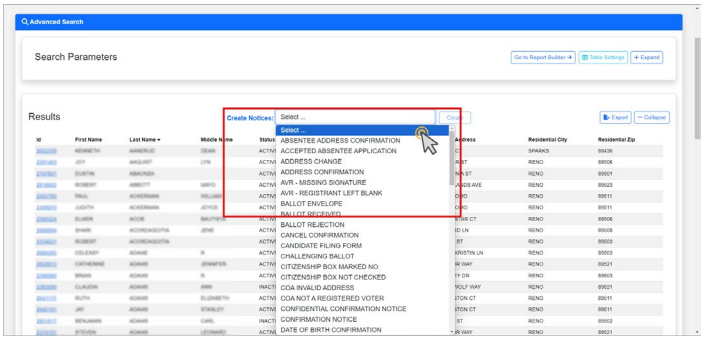


Creating Notices from Advanced Search Results

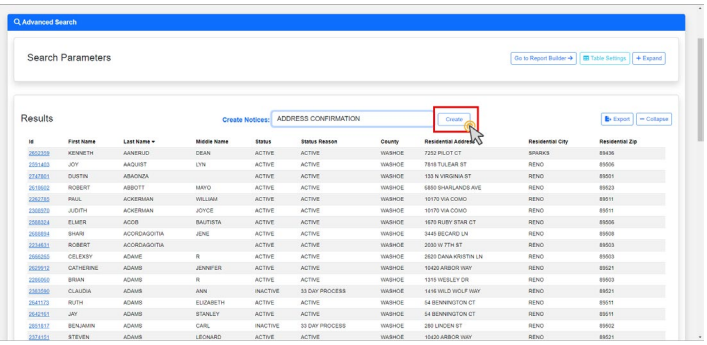
Generate notices for registrants who meet the Advanced Search parameters. Notices will only be created if the voter does not already have an unsent notice of selected type created.

From **Results** of completed Advanced Search:

- Select notice type from **Create Notice** dropdown menu.

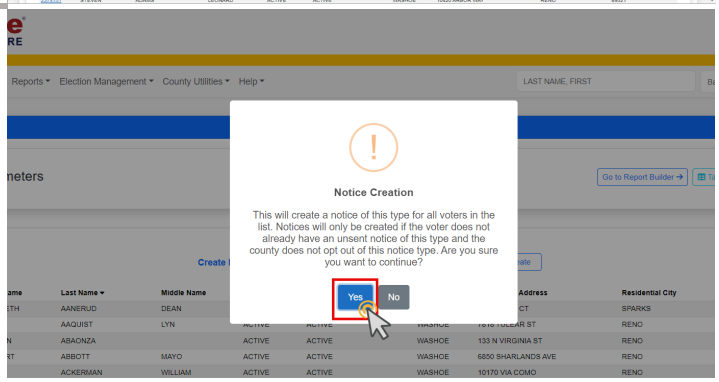


- Click [Create].



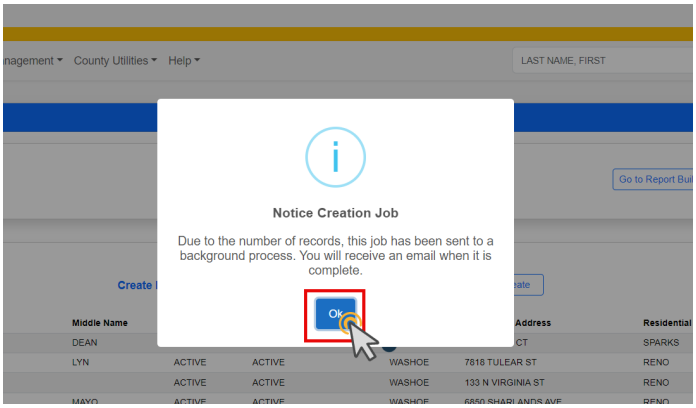
Notice Creation notification is displayed.

- Review and confirm creation.
- Click **[Yes]**.

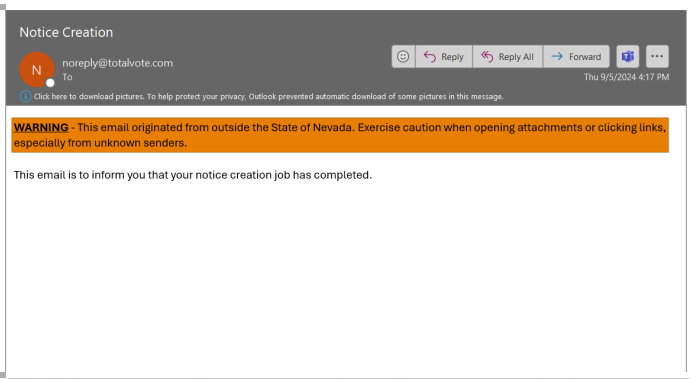


Notice Creation Job notification is displayed.

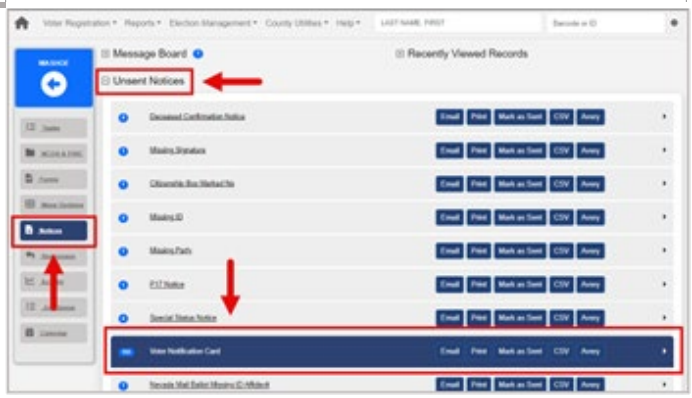
- Click **[OK].**



TotalVote will send user an **email notification** when background process is complete, and created notices are available to be processed.



For instructions on how to process unsent notices see **Processing and Sending Unsent Notices** user guide.



Search Tips

Wildcard Help

Starts With

- Objective: Search field for a value that starts with SMITH
- Example: SMITH*

Ends With

- Objective: Search field for a value that ends with OWN
- Example: *OWN returns BROWN or CROWN

Sounds Like

- Objective: Search field for a value that sounds like SMITH
- Example: SMITH%, %SMITH, %SMITH%

Searching by Name

Start a search using the **first three letters** of the voter's **First Name** and **Last Name**, as well as their **Date of Birth**. An asterisk (*) may be used as a "wildcard" to perform partial name searches. For example:

- "DAVI*" may return names David, Davis, Davina, and so forth.
- If searching for "Mickey Mouse" born on August 16, 1965, search parameters would look as follows:
  - First Name: MIC*
  - Last Name: MOU*
  - Date of Birth: 08/16/1965.

Some people **shorten their names** or use **nicknames**. If you don't get a match one way, try a different version of the name. For example:

- Patricia might be in the system as "Pat."
- For Michael or Mike, you should use "Mi*" as the First Name to bring up all possibilities.
- Someone named William might use Will or Bill.

Searching by Date Range

Certain fields (**Registration Date**, **Effective Date of Change**) work on date ranges. For example:

- To search for a single date rather than a range, enter the date in the first date field for that category and leave the second field blank.
- To search for results up to and including a specific date, use both date fields on this page. For example, to search for registration dates prior to and including 10/06/2019, enter a Start Date of 1/1/1900 and an End Date of 10/7/2019.

Searching by Address

TIP: Enter criteria on the [Addresses] tab to limit results by geography.

Enter the Street Address portion only. Do not enter City/State/Zip, as these are sometimes written incorrectly on registration forms.

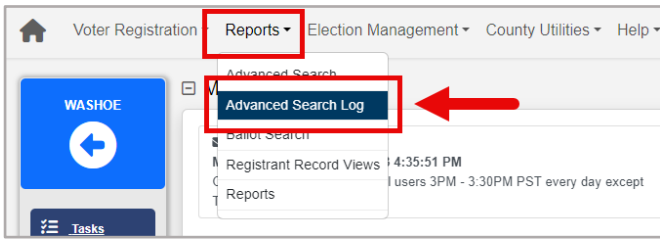
- Enter entire street address in the Address field, including the **Number**, **Street Name**, and **Street Type** (ST, DR, PKWY, etc.).
- Enter **Street Type** as an abbreviation (ST, RD, PKWY, etc.); **DO NOT** type the full word (STREET, ROAD, PARKWAY, etc.).
- **DO NOT** enter a Unit Number. This will not return any results.
- **TIP: Still struggling to find a record?** Try reducing the number of search parameters. For example, if you entered First Name, Last Name, Date of Birth, SSN, and DL, try removing the Date of Birth and SSN.

Advanced Search Log

The Advanced Search Log keeps a record of all Advanced Searches performed by each TotalVote User. County Administrators can query Advanced Searches completed by each user and run the search for their own use.

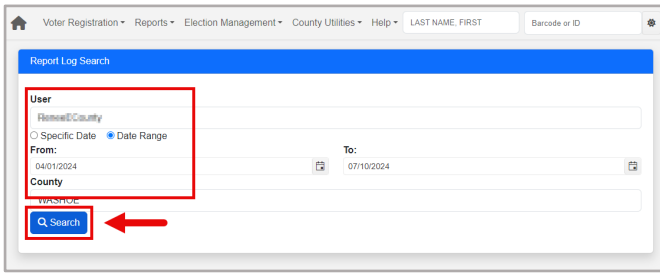
From **Navigation Bar**:

- Select Reports > Advanced Search Log.



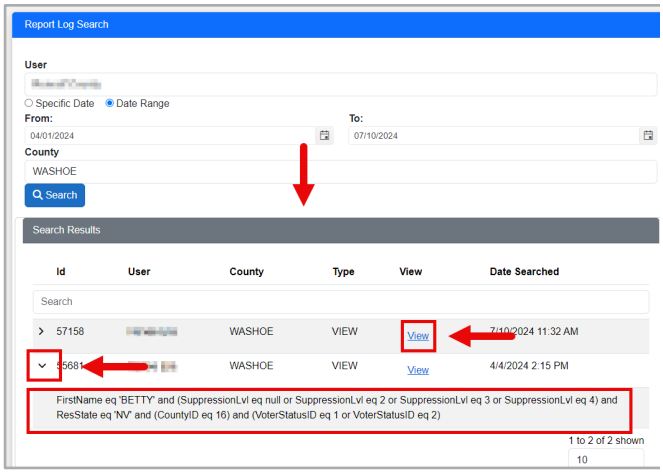
Report Log Search screen will display.

- Select **Username** from User dropdown menu.
- Choose to search by **Specific Date** or **Date Range.**
- **Enter** or select date or date range.
- Select a **county** from County dropdown menu (optional).
- Click [Search].



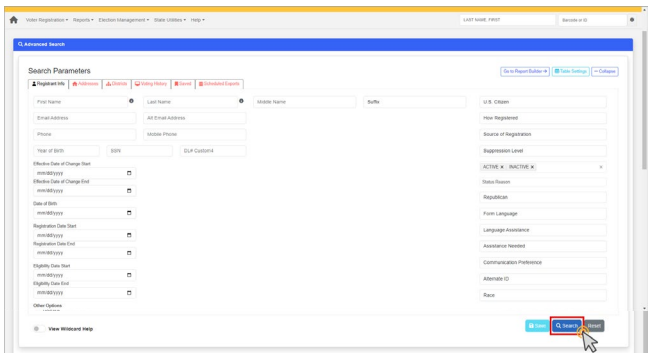
Results will display.

- Click **[>]** to show search parameters of a search.
- Click **View** (blue hyperlink) to load all search parameters to a new Advanced Search.



Advanced Search will open in new browser window with all search parameters entered and/or selected.

- **Verify** all parameters are correct.
- Click **[Search}** to run search.



Ballot Search

More information to come.

Registrant Records Views

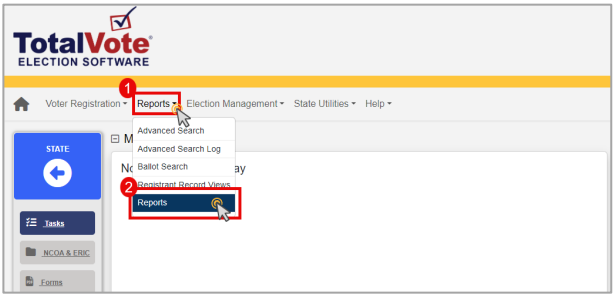
More information to come.

Reports Canned Reports

Canned reports are pre-loaded reports used for starting election preparations and making sure that precincts are correct. There are a variety of canned reports available. For a description and explanation of each canned reports data see Canned Reports Definition.

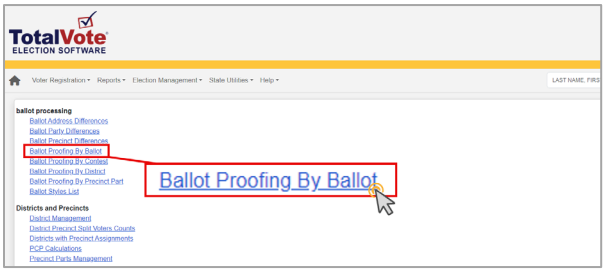
From **Navigation bar**:

- Select Reports > Reports.



- **Select** a report from listed canned reports.

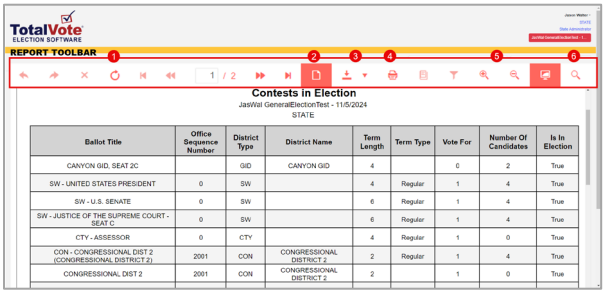
NOTE: If selecting a report from **Audit Export CSV** or **State CSV**, report will automatically download as CSV. **Open** report from **web browser downloads queue** or computers **downloads file explorer**.



Report window will load and display selected report.

Reports toolbar:

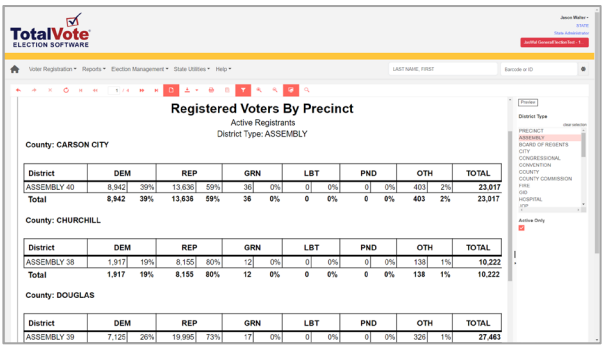
1. Refresh report
2. Print view
3. Download report (to PDF, CSV, excel, etc.)
4. Print
5. Zoom in/out
6. Search for key words.



IF a report allows data to be filtered, filter options will be shown to right of report.

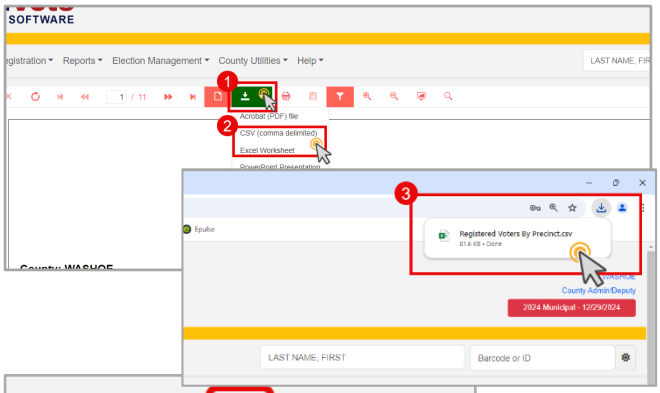
- 1. **Choose** all needed filter(s).
- 2. Click **[Preview]** to load filtered report.

For this example, Registered Voters by Precinct report is filtered by **Assembly District** and **Active Voters Only.**



To **download** report:

- Click [Download icon].
- Select file format i.e. CSV, Excel, PPT, PDF.
- Open file from web browser downloads queue or computers downloads file explorer.

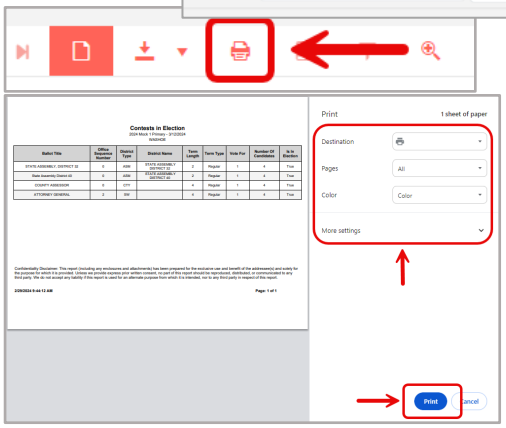


To **print** a report:

- Click [Printer icon].

Print dialog box displays.

- **Select** print settings.
- Click **[Print]**.



Canned Report Definitions

IMPORTANT: Some reports listed below may not currently be available in TotalVote. They will be available in a later Phase. As they become available, the Appendix will be updated.

Ballot Processing

TIP: Reports in this category allow for exporting to PDF and Word ONLY.

Ballot Proofing By Ballot: Lists all ballot styles with ballot party precinct parts and all contest and candidates. Prerequisite: Creating Ballot Syles.

Ballot Proofing By Contest: Lists all contests for active election by ballot styles showing all precinct parts ballot styles. Prerequisite: Creating Ballot Syles.

Ballot Proofing By District: Lists all districts that have ballot styles showing all precinct parts ballot styles and contests/candidates. Prerequisite: Creating Ballot Syles.

Ballot Proofing By Precinct Part: Each precinct part in election listed with every ballot style, ballot party and contests and candidates. Prerequisite: Creating Ballot Syles.

Ballot Styles List: Shows all the ballot styles for the current election (Ballot Name, Ballot #, Precinct, Precinct Part, Active/Inactive registrants, Underage Registrants, and County). Prerequisite: Creating Ballot Syles.

Districts and Precincts

TIP: Reports in this category allow for exporting to PDF, CSV, Excel, PPT, and Word ONLY.

District Management: Shows all the changes made to districts within a county with a specified date range. Prerequisite: Changes have been made to a district in a county.

District Precinct Split Voters Counts: Shows the voter counts by precinct on the method used to vote. (Polling Place - Inactive/Provisional/Late Registration, or Absentee - Active/Inactive/Provisional/Late Registration).

Districts with Precinct Assignments: Shows all the precinct splits/parts for each district within the current county.

PCP Calculations - Precinct Committee Persons for all the precincts in the current county it calculates the number of PCP based on the # of voters per PCP, with a min and max PCP.

Precinct Part Management: Shows a log of all the changes made to precincts with the current county. Prerequisite: Any changes made to precinct parts in a county.

Precincts with District Assignments: Shows all the districts assigned to precinct parts in the current county.

Election Management

TIP: Reports in this category allow for exporting to PDF, CSV, Excel, PPT, and Word ONLY.

Candidate in Election: Shows all the candidate information by contest for the current election (Name, Filing Date, Status, Party, Ballot Order, and Write-In).

Contests in Election: Shows all the contests for the current election and current county in office sequence order (Ballot Title, Office Seq No, District Type, District, Term Length, Vote For, # of Candidates, Is In Election).

Cost Tracking: A report that you choose an amount, and it will split that amount based on the % of total voters a county has.

Election Districts Included in Election: A filterable list of all the districts in the current election by district type.

Summary Bucket Report: Shows the vote types by precinct for the current county (Election Day, Mail, Provisional, Total). Prerequisite: Upload results files or manually enter results for Provisionals, Mail, Election Day, etc.

Voter Registration

TIP: Reports in this category allow for exporting to PDF, CSV, Excel, PPT, and Word ONLY.

Active Inactive Voters by District: Shows Active/Inactive voters by District, broken out by Party.

Active Inactive Voters by Precinct: Shows Active/Inactive voters by Precinct, broken out by Party.

Active Voters by District: Shows Active voters by District, broken out by Party.

Active Voters by Precinct: Shows Active voters by Precinct, broken out by Party.

Active Audit Report: Shows the logs of all the employee changes made to voters within a specified time range.

Household List: This report is a list of all households that have at least one registered voter at the address based upon chosen search parameters. Prerequisite: Enter in District Name.

Household Mailing Labels: Export to create household mailing labels for sample ballots for eligible Active voters for the current election.

Late Notice Stats: Shows a list of reports that have code hooks that require responses by the voter in a certain number of days.

Opt Out Report: Allows Users to select from election, status, and party, to filter down on Opt Out voters (Opt out of VBM).

Opt Out Report with Voter Data: Allows Users to select from election, status, and party, to filter down on Opt Out voters (Opt out of VBM) with the Voter ID and Vote name listed.

Registered Voters By Precinct: Shows count of all the registered voters by party. Filterable by district type and Active Only for the current county.

Registered Voters by Split: Shows the count of all the registered voters in a split for the current county. Filterable by voter status.

Sent (Printed) Notices with Address: Shows all the notices that have been marked as sent for a given date range and notice type.

Statewide Registered Voter Statistics by Party: Shows the count and percent of all voters by county and party. Filterable by Active Only.

Statewide Voters by County: Same as previous report but without the percentages.

Voter Counts By District Type: Shows a count of all the voters for the current county by district type. Filterable by district type and voter status.

Voter Registration Statistics by Congressional and Legislative: Shows the voter counts grouped by district type then by district.

Walking Odd Even Report: Shows the walking list for voters, grouping by precinct split, then street, then house. filterable by odd/even, precincts, splits, districts, and voter status.

Audit Export CSV

TIP: Reports in this category allow for exporting to CSV ONLY.

Ballot Question Changes: Shows the logs of all the changes made to ballot questions.

Candidate Changes: Shows the logs of all the changes made to candidates.

Canvass - County Summary: Filters based on Party that shows information by contest and candidate result information. Prerequisite: Results must be uploaded to TotalVote for canvass reports to display results.

Canvass - Discrepancies Summary: Shows all the ballots that have been sent but not received or rejected. Prerequisite: Results must be uploaded to TotalVote for canvass reports to display results.

EASE File Upload: Provides data for the counties to upload to the state.

Office Changes: Shows the logs of all the changes made to offices.

Sample Ballots (English): Provides the counties with voter data to provide mail vendor.

Precinct Information for TotalAddress: Shows all the precinct codes, precinct name, and county FIPS codes from TotalAddress.

Precinct without Ballot Styles: Pulls ballot styles assigned to precinct for active election. Can be used as an audit tool for county users.

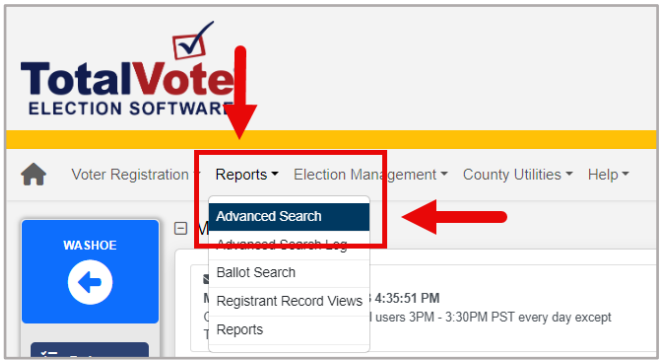
Summary Bucket By Precinct: Same as Summary Bucket Report (under Election Management reports) but done at a precinct level. This report has significantly more records in it.

Report Builder – Creating a Report

Report Builder is used to build reports on voting, election ballot measures, and voting locale information.

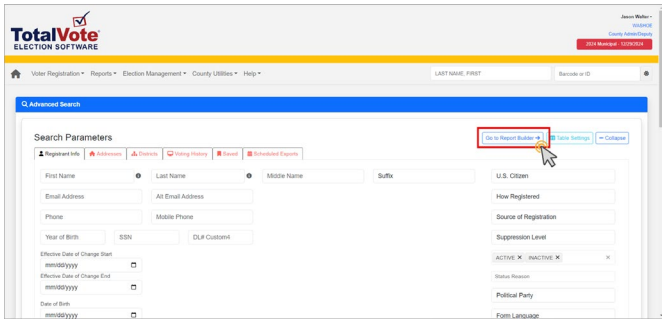
From **Navigation Bar**:

- Select Reports > Advanced Search.



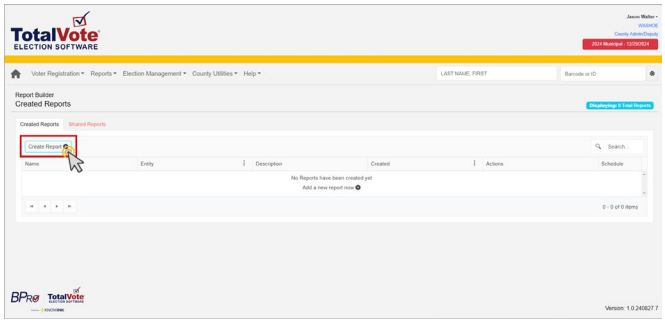
From **Search Parameters**:

- Click [Go to Report Builder →].



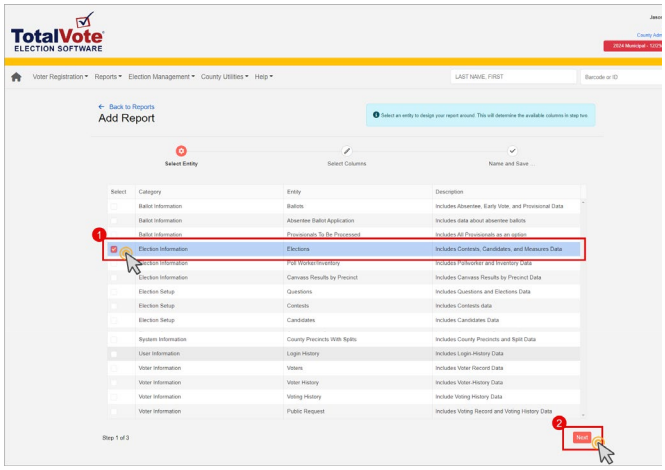
From **Created Reports tab**:

- Click [Create Report +].



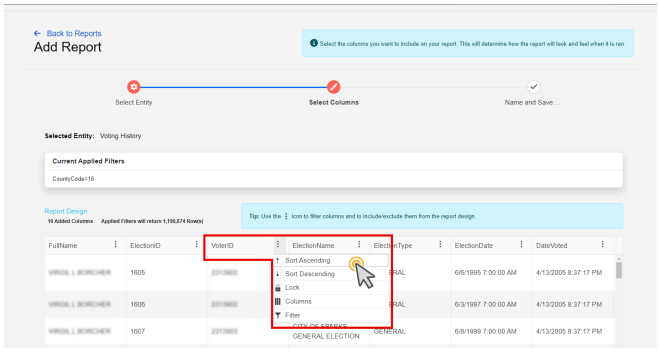
From **Add Report** screen:

- Select **Entity** to include as reference data.
- **Tick checkbox** in source column next to desired entity.
- Click **[Next]**.



Select Columns screen displays previewing columns report can produce, and number of rows returned.

- Select **Columns**.
- Click **vertical ellipsis [⋮]** from a column header to sort, lock, add/remove column(s) and/or filter columns data.

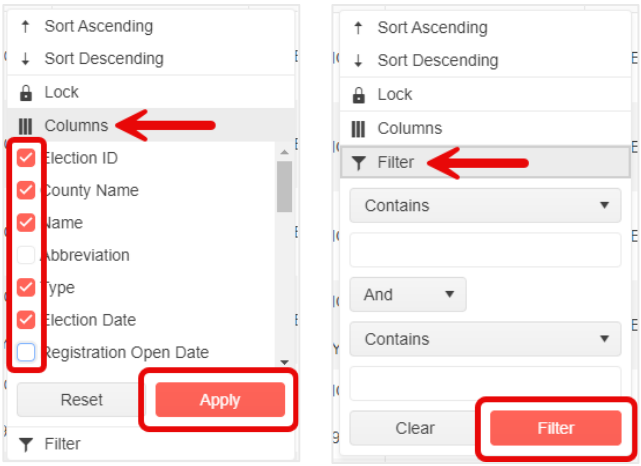


To add/remove column(s):

- Select **Columns** and tick/untick column(s) and click **[Apply]**.

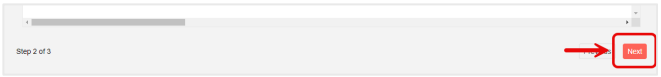
To filter column data:

- Select **Filter** and choose **filter type** and enter **data point** and click **[Filter]**.



Once all parameters have been entered:

- Click **[Next]**.

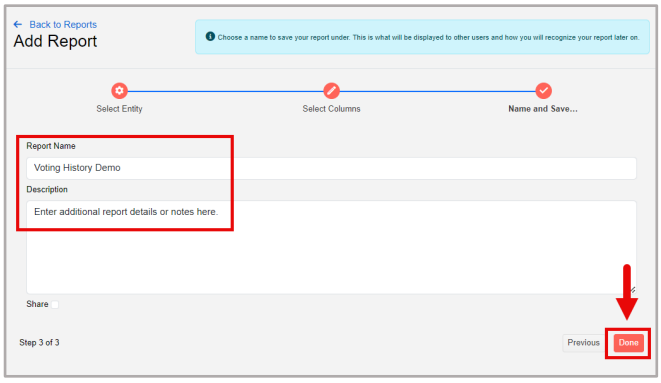


- Enter **Report Name** and **Description** identifying its intended purpose and data it contains.
- Click [Done].

Success notification will appear.

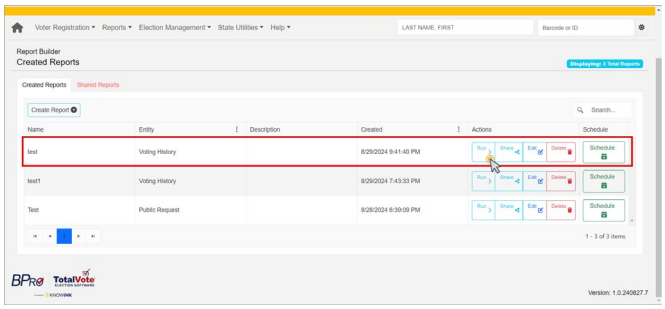
- Click **[OK]**.

NOTE: Report will be saved and can be ran again in the future as well as be available for other users to run at any time. The Name and Description of the report will be valuable information for users to find, understand its purpose, and know its data set.



From the Created Reports tab:

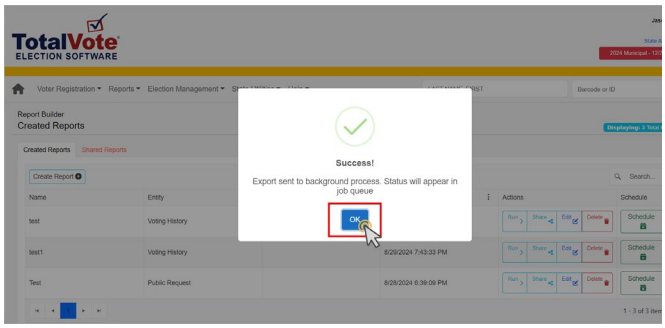
- Locate created report.
- Click **[Run]** under Actions.



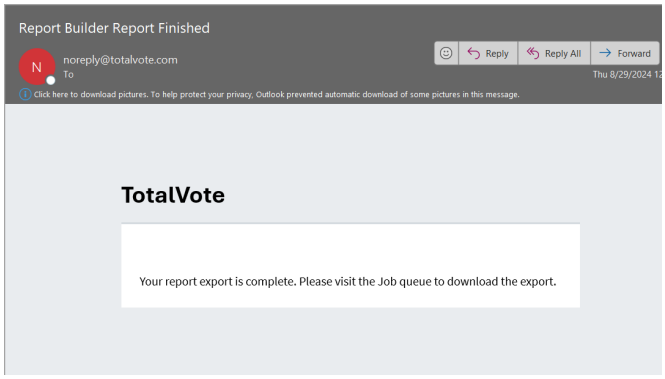
Success notification will appear.

- Click **[OK]**.

Report will export in background and can be viewed in **Job Queue** when complete.

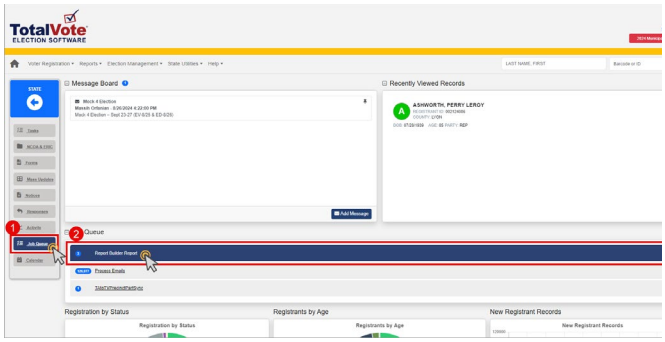


When report is ready to be viewed, TotalVote will send user an **email notification**.



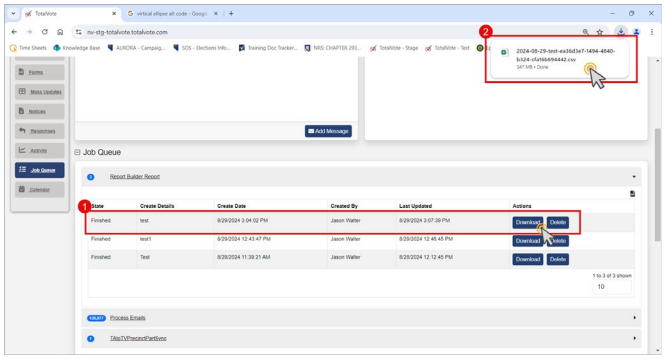
Navigate to TotalVote landing page.

1. Select **[Job Queue]** from side task bar.
    - Select **[Report Builder Report]** from Job Queue.

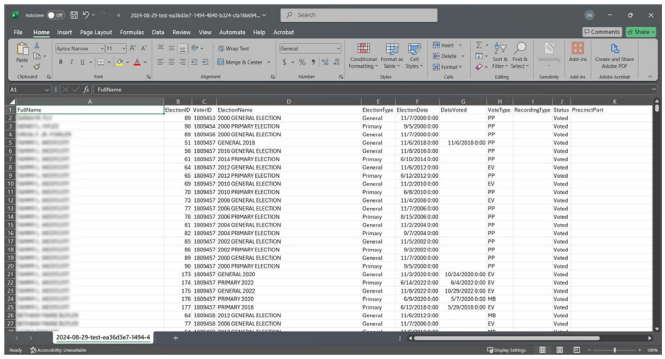


Locate **Finished** report.

- Click [Download].
- Open CSV from web browser downloads queue or computers downloads file explorer.



Report will be viewable in CSV/Excel.

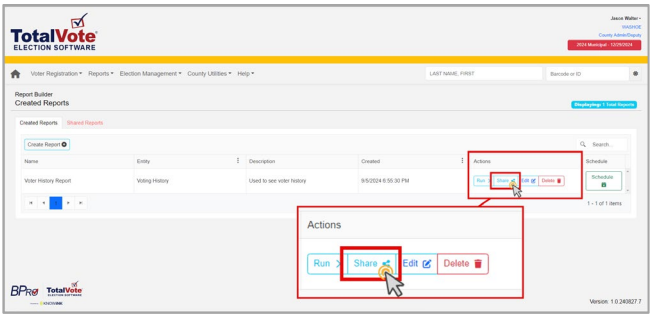


Share, Edit, Delete and Schedule Created Reports

Share a created report with other users in same county.

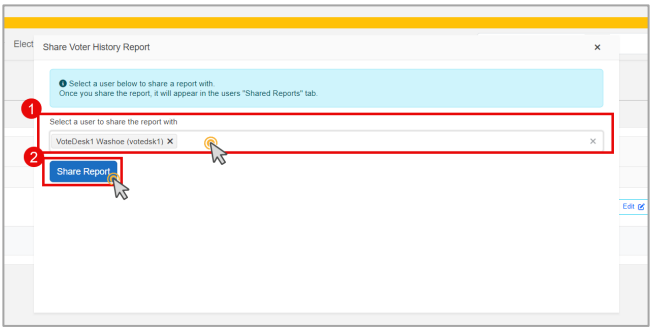
From Report Builders Created Report Tab:

- Click **[Share]** under Actions.



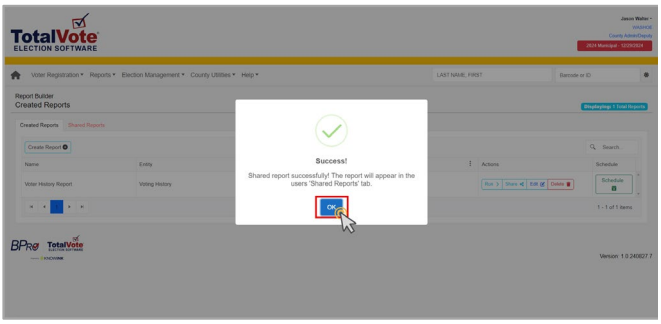
Share Report dialogue box will display.

- Select **individual user(s)** from dropdown menu **OR** Tick **Select All** checkbox to share report with all users in county.
- Click [Share Report].

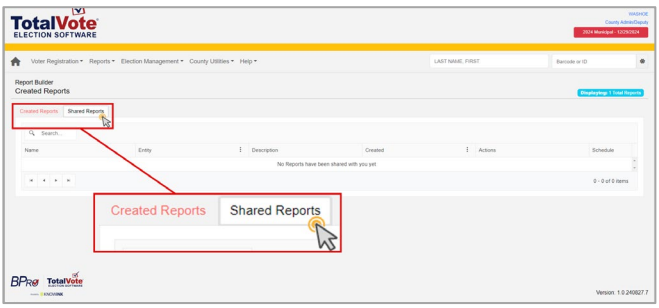


Success notification will display.

- Click **[OK]**.



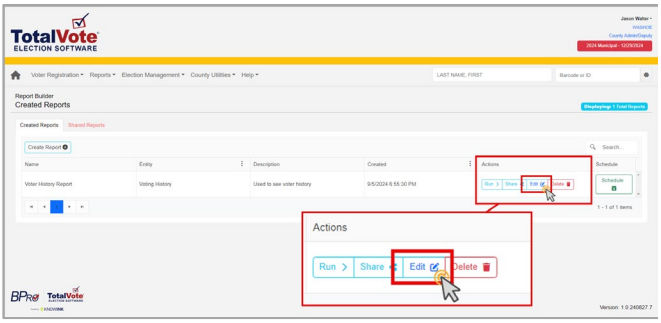
Created report can now be ran by user(s) who report was shared with.
Shared reports can be found under **Shared Reports tab**.



Edit a created report.

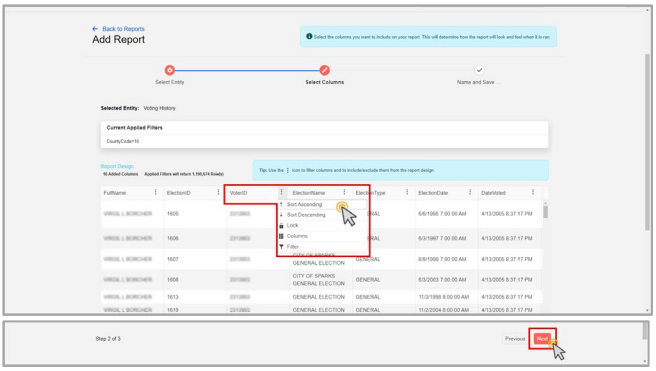
From Report Builder **Created Reports tab**:

- Click **[Edit]** under Actions.

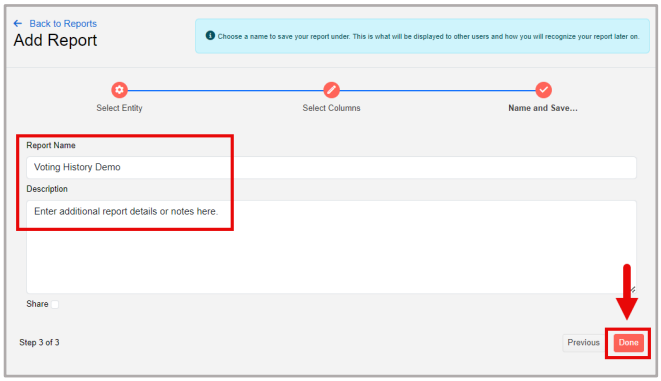


Report will open in Select Column page.

- Edit columns and filters.
- Click **vertical ellipsis [⋮]** from a column header to sort, lock, add/remove column(s) and/or filter columns data.
- Click **[Next]** when edits are complete.



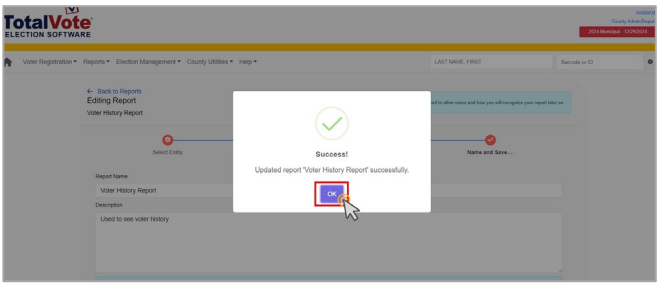
- **Update** Report Name and Description if needed.
- Click **[Done]**.



Success notification will appear.

- Click **[OK]**.

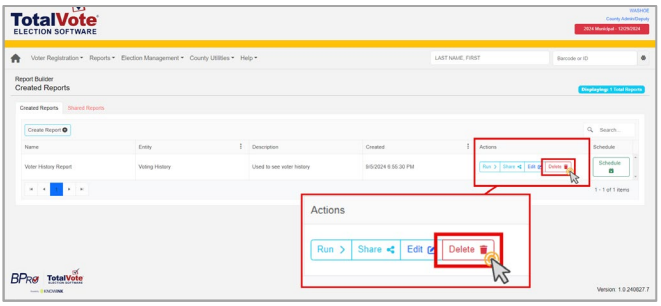
Report has been successfully updated with new edits and can be ran by user and shared users.



Delete a created report.

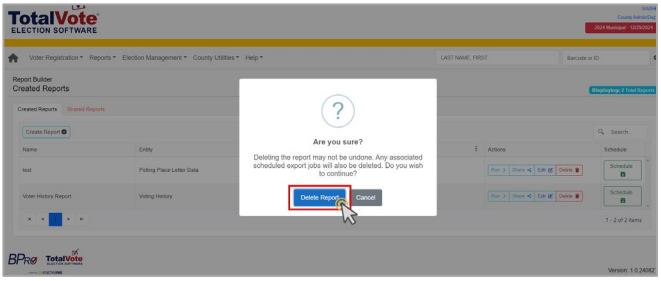
From Report Builder Created Reports tab:

- Click **[Delete]** under Actions.



Are You Sure notification will appear.

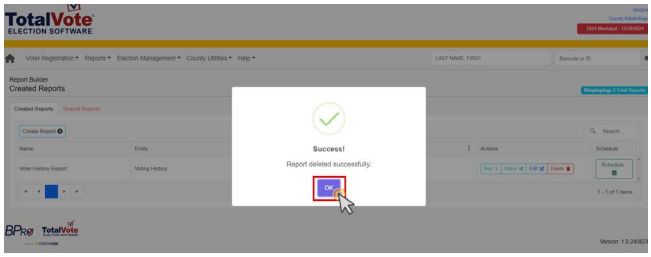
- Click [Delete Report].



Success notification will appear.

- Click **[OK]**.

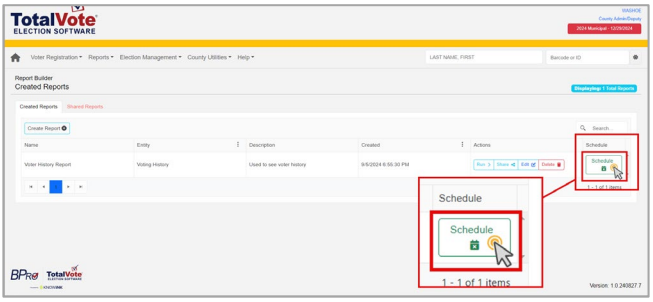
Report is removed from Created Reports tab as well as from any user who report was shared with.



Schedule a created report and shared report to run automatically on a daily, weekly, monthly or yearly basis.

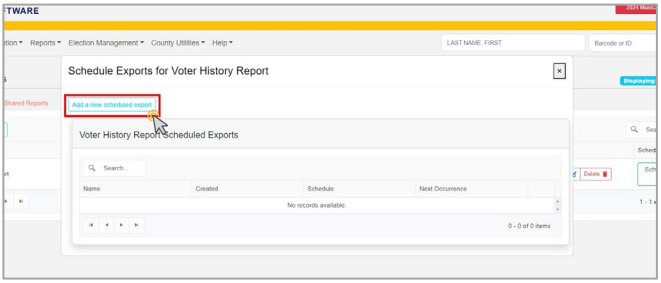
From Report Builder Created Reports tab or Shared Reports tab:

- Click **[Schedule]** under Schedule.

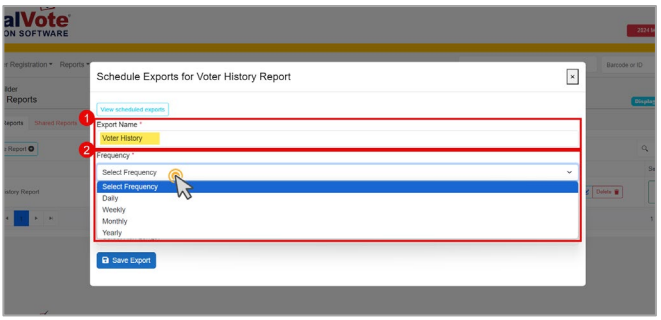


Schedule Exports for… dialogue box will display.

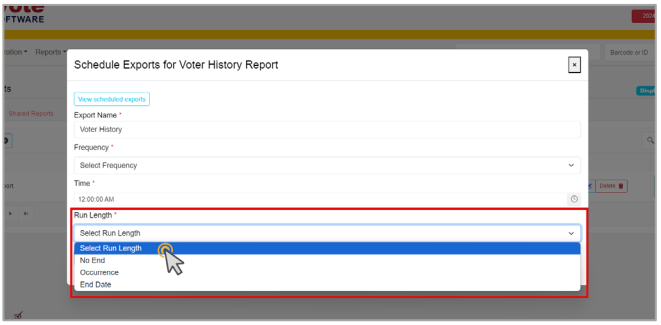
- Click [Add a new scheduled export].



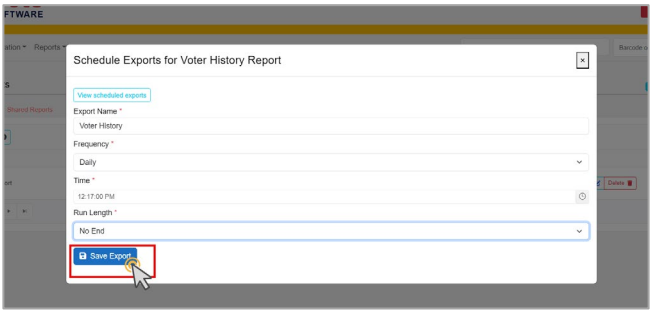
- **Enter** a name of export in **Export Name*** text field.
- Choose frequency from **Frequency*** dropdown menu.
  - **Daily** – Choose time of day only
  - **Weekly** – Choose day of week & time
  - **Monthly** – Choose day of month & time
  - **Yearly** – Choose month, day & time



- Choose **Run Length*** from dropdown menu:
  - **No End** – Will run continually until manually stopped/deleted
  - **Occurrence** – Set number of times search will run i.e. 3 times, 8 times, etc. before stopping
  - **End Date** – Set a date in future when search is to stop running

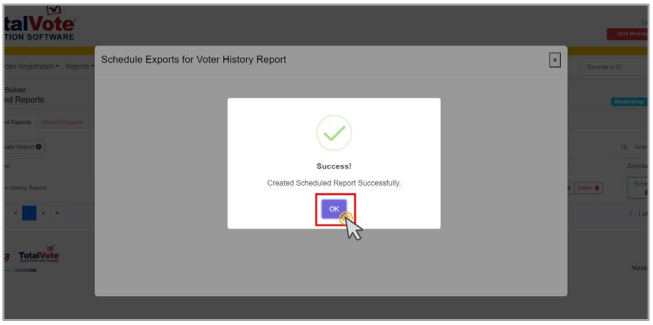


- Click [Save Export].

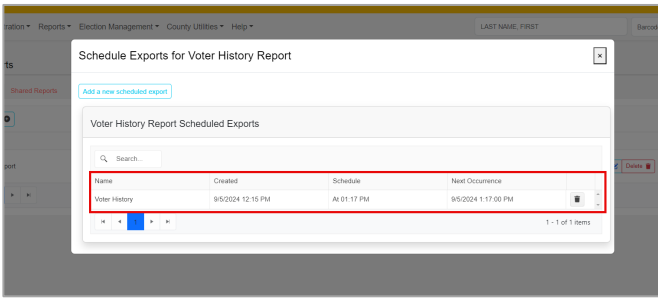


Success dialogue box will display.

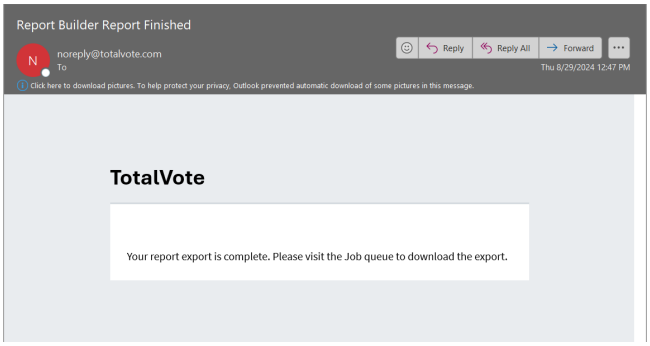
- Click **[OK]**.



Scheduled export will be shown under **Reports Scheduled Exports.**
NOTE: Scheduled exports cannot be edited once created, only deleted. If changes need to be made to export schedule, delete scheduled export and start again. To delete a scheduled export, click the [Trash] icon.

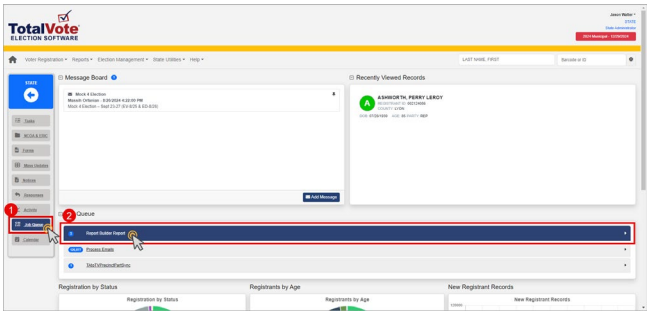


When scheduled export runs at designated time, TotalVote will send user an **email notification** when export is ready to view.



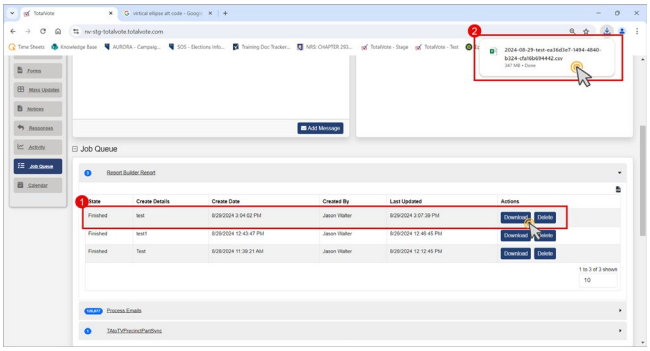
Navigate to TotalVote landing page.

- Select **[Job Queue]** from side task bar.
- Select [Report Builder Report] from Job Queue.



Locate **Finished** report.

- Click [Download].
- Open CSV from web browser downloads queue or computers downloads file explorer.



Electronic Register Testing / Poll Pad Certification in ePulse

In ePulse, **assign two Poll Pads** to each active Vote Center.

Vote Center _____
Poll Pad #1 _____
Poll Pad #2 _____
Early Voting ☐ Election Day ☐
Test Date/Time _____
Tester Name _____
Signature _____

Test the Following on **Poll Pad #1**

1.1 ☐ Pass ☐ Fail	a. ☐ Launch the Poll Pad application and click **[GET STARTED]**. b. ☐ Enter the Operator Election Officer Username and Password. c. ☐ Select **[SIGN IN]**. d. ☐ Select **SCAN BARCODE**. e. ☐ Scan Driver License or Ballot barcode. f. ☐ Verify voter record or **No Records Found**.
1.2 ☐ Pass ☐ Fail	a. ☐ Select **[START OVER]**. b. ☐ Select **[MANUAL ENTRY]**. c. ☐ Select **[ADVANCED OPTIONS]**. d. ☐ Select the **STATUS** option. e. ☐ From the **STATUS** dropdown list, select **Active**. f. ☐ Select **[Search]**. g. ☐ Click ⚙ gear symbol on left of a voter. h. ☐ Enter the **Advanced Functions** password. i. ☐ Verify **[REPRINT VOTER RECEIPTS]** button. j. ☐ Click **X** to the right of voter name. k. ☐ Launch the check-in process by selecting the voter. l. ☐ On the WARNING screen, select **[ACCEPT]**. m. ☐ On the **Is this you and is your information correct?** screen, select **[YES THIS IS ME BUT MY INFORMATION IS INCORRECT]**. n. ☐ Select **[CONTINUE]**. o. ☐ On the **Voter Update** screen, select **[Next]**. p. ☐ Remove part of the street name on the **Voter Address** screen. Click **[Next].** q. ☐ Select a precinct and split on the Jurisdiction Details screen. r. ☐ Enter the new Add voter Jurisdiction Screen password, if applicable. s. ☐ Exit the process.
1.3 ☐ Pass ☐ Fail	a. ☐ Select **MENU** and select **Tools & Settings**. b. ☐ Enter the MENU password. c. ☐ Select MENU and select [Exit Application], [Exit Application] d. ☐ Enter the new Guided Access Mode Password.

2 ☐ Pass ☐ Fail	**Locate the TotalVote PrecinctBallotStylesFile download and print it. Use the list to ensure you check each Precinct Split.** a. ☐ Launch the Poll Pad application and select **[GET STARTED]**. b. ☐ Enter the Operator Election Officer Username and Password. c. ☐ Select **[MANUAL ENTRY]**. d. ☐ Select **[ADVANCED OPTIONS]**. e. ☐ Select the **STATUS** option. f. ☐ From the **STATUS** dropdown list, select **Active**. g. ☐ Select **PRECINCT CODE** option. h. ☐ Select the **PRECINCT** and **SPLIT** from the dropdown lists. i. ☐ Select **[Search]**. j. ☐ If **No Records Found** is displayed, select **[OK];** select the next **SPLIT**. k. ☐ Select an active voter and complete the check-in. **Important**: Do NOT use the same voter for more than one Vote Center. l. ☐ To encode ballot on a voter card, select **[CREATE CARD]**. m. ☐ Note **Processed Successfully** message. n. ☐ Verify the receipt. o. ☐ Verify on a Ballot Marking Device that the card is accepted, and the correct ballot is displayed. p. ☐ Repeat with a voter from **each precinct** in the printed list. **NOTE**: The PRECINCT dropdown list shows only 30 items. If a specific precinct number is not listed, type the first character of that precinct to refresh the list.

2 ☐ Pass ☐ Fail	**Locate the TotalVote PrecinctBallotStylesFile download and print it. Use the list to ensure you check each Precinct Split.** q. ☐ Launch the Poll Pad application and select **[GET STARTED]**. r. ☐ Enter the Operator Election Officer Username and Password. s. ☐ Select **[MANUAL ENTRY]**. t. ☐ Select **[ADVANCED OPTIONS]**. u. ☐ Select the **STATUS** option. v. ☐ From the **STATUS** dropdown list, select **Active**. w. ☐ Select **PRECINCT CODE** option. x. ☐ Select the **PRECINCT** and **SPLIT** from the dropdown lists. y. ☐ Select **[Search]**. z. ☐ If **No Records Found** is displayed, select **[OK];** select the next **SPLIT**. aa. ☐ Select an active voter and complete the check-in. **Important**: Do NOT use the same voter for more than one Vote Center. bb. ☐ To encode ballot on a voter card, select **[CREATE CARD]**. cc. ☐ Note **Processed Successfully** message. dd. ☐ Verify the receipt. ee. ☐ Verify on a Ballot Marking Device that the card is accepted, and the correct ballot is displayed. ff. ☐ Repeat with a voter from **each precinct** in the printed list. **NOTE**: The PRECINCT dropdown list shows only 30 items. If a specific precinct number is not listed, type the first character of that precinct to refresh the list.

Validate Status Updates from **Poll Pad #1** on **Poll Pad #2**

3.0 ☐ Pass ☐ Fail	**Verify key check-in workflows.** On **Poll Pad #1**: a. ☐ Launch the Poll Pad application and select **[GET STARTED]**. b. ☐ Enter the Operator Election Officer Username and Password. c. ☐ Select **[SIGN IN]**. d. ☐ Select **[MANUAL ENTRY]**. e. ☐ Select **[ADVANCED OPTIONS]**. f. ☐ Select the **STATUS** option. g. ☐ From the **ABSENTEE STATUS** dropdown list, select **Voted**. h. ☐ Select **[Search]**. i. ☐ The expected result is **No Records Found**. If any voters are found, contact the Help Desk.
3.1	a. ☐ Select **RESET** to clear the previous search criteria. b. ☐ Select the **STATUS** option.

☐ Pass ☐ Fail	c. ☐ From the **ABSENTEE STATUS** dropdown, select **Mail Ballot Voted**. d. ☐ Select **[Search]**. e. ☐ Select a voter from the list and verify the check-in process terminates as "Mail Ballot has been voted".
3.2 ☐ Pass ☐ Fail	a. ☐ Select **RESET** to clear the previous search criteria. b. ☐ Select the **STATUS** option. c. ☐ From the **STATUS** dropdown list, select **Active**. d. ☐ From the **ABSENTEE STATUS** dropdown list, select **Mail Ballot Sent**. e. ☐ Select **[Search]**. f. ☐ Select a voter, take note of the voter's name. g. ☐ Verify **Surrender mail ballot or sign affirmation** screen is included in check-in workflow. h. ☐ Check in voter all the way to encoding the ballot code on a card followed by the **Processed Successfully** message. i. ☐ Verify the receipt. j. ☐ On **Poll Pad #2** search for the same voter and verify that the voter's status is updated to **Voted**.
3.3 ☐ Pass ☐ Fail	a. ☐ On **Poll Pad #1**, select **[MANUAL ENTRY]**. b. ☐ Search for the same voter again. c. ☐ Click on the gear symbol to the left of the voter's name. d. ☐ Enter the **Advanced Functions** password. e. ☐ Select **[CANCEL VOTER CHECKIN]**. f. ☐ Enter Poll Worker Name, select a Reason, add text in the Type Details field, select **[NEXT]**. g. ☐ Sign and select **[SUBMIT]**. h. ☐ On **Poll Pad #2** search for the same voter; verify that the voter's status is no longer **Voted**.
3.4 ☐ Pass ☐ Fail	a. ☐ On the **Poll Pad #1**, select **[ADVANCED OPTIONS]**. b. ☐ Select the **STATUS** option. c. ☐ From the **STATUS** dropdown list, select **Inactive**. d. ☐ Select **[Search]**. e. ☐ Select a voter, take note of the voter's name and start the check-in process. f. ☐ On the **Is this you and is your information correct?** screen, select **[YES THIS IS ME BUT MY INFORMATION IS INCORRECT]**. g. ☐ Select **[CONTINUE]**. h. ☐ Change the voter's Last Name, Party and Address. Ensure the address is validated. i. ☐ Review the changes on the **Voter Update Confirmation Signature** page, including Precinct and Split.

	j. ☐ Complete the same day registration update. k. ☐ If information is correct, select **[SUBMIT]**. l. ☐ Select the voter again and verify that the voter now has the updated name, party and address information and check them in all the way to encoding the ballot code on a card followed by the **Processed Successfully** message. m. ☐ Verify the receipt.
3.5 ☐ Pass ☐ Fail	a. ☐ On **Poll Pad #1**, select **[MANUAL ENTRY]**. b. ☐ Enter a random string in the **Last Name** search field. c. ☐ Select **[Search]**. d. ☐ A **No Records Found** message should appear, (if not, enter a different random string). e. ☐ Click **[OK]**, select **[REGISTER]**. f. ☐ Complete registration to add a new registrant. g. ☐ To process the provisional ballot and encode ballot on a voter card, select **[CREATE CARD]**. h. ☐ Note Processed Successfully message. i. ☐ Verify the two identical PROVISIONAL receipts. j. ☐ Verify on a Ballot Marking Device that the card is accepted, and the correct ballot is displayed. k. ☐ On **Poll Pad #2** search for the newly registered voter name and verify the voter's status is updated to **Provisional**
3.6	a. ☐ Repeat Steps 3.0 through 3.5 for each Vote Center Poll Pad pair.

In ePulse

4 ☐ Pass ☐ Fail	**Verify that updates made on Poll Pads were communicated to ePulse.** a. ☐ Verify that the Certification Election is selected. b. ☐ Select **VOTERS** in the left navigation menu. c. ☐ Verify that all the test added voters and tested voters with updated information are listed under **PROCESSED VOTERS**. d. ☐ Verify that all test registered voters are listed under **ADDED VOTERS**. e. ☐ Verify all tested voters with updated information are listed under **ADDRESS CHANGES** and **NAME CHANGES**.
5 ☐ Pass ☐ Fail	**Verify that the updates made on the Poll Pads are available in reports** a. ☐ Select **REPORTING** in the left navigation menu. b. ☐ Select **VELOCITY REPORT**. c. ☐ Select the **Voter Check-in Details with Signatures** report. d. ☐ Verify **ELECTION** toward top right of screen is **Certification Election**. e. ☐ Verify the report lists the expected number of check-ins.

Generating and Uploading ePulse Files

Setting up an election requires actions in TotalVote, ePulse, and on Poll Pads. Election and voter information is exported from TotalVote and imported into ePulse, which is used to configure and manage Poll Pads.

Before generating ePulse files, the following TotalVote processes must be complete:

- Election set up
- Polling locations assigned
- Contests and Candidates set
- Ballot styles generated and proofed

This document covers how to generate ePulse voter, signature, polling place, precinct ballot styles, and address files in TotalVote and use those files to set up the election in ePulse and on Poll Pads. Each step is identified as a TotalVote, ePulse, or Poll Pad process.

Generating ePulse Files in TotalVote

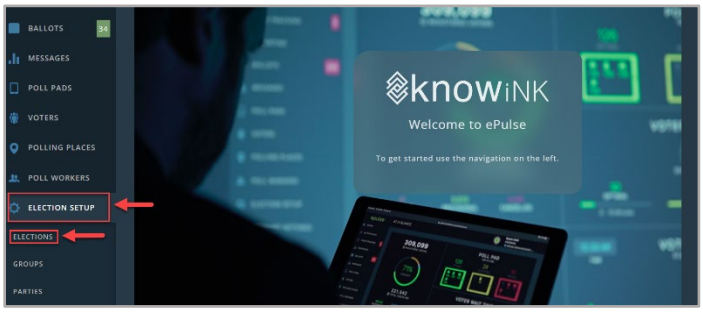
Building an Election in ePulse

With signature and election files created and exported from TotalVote, the next step is to build the election in ePulse.

Creating the Election

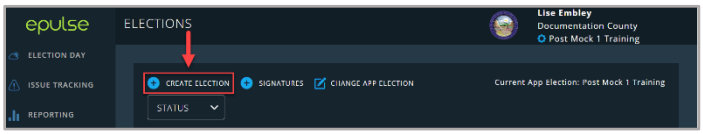
epulse

Return to the ePulse landing page and select **ELECTION SETUP** > **ELECTIONS**.



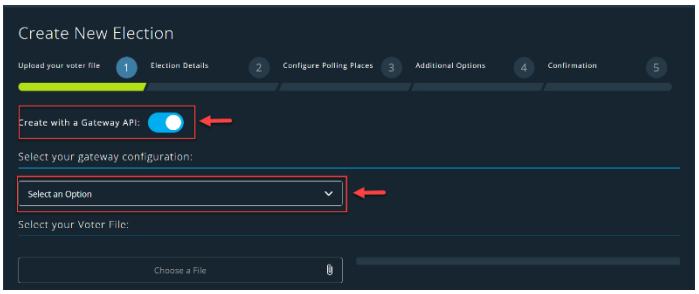
epulse

Click ⍰ Create Election.



epulse

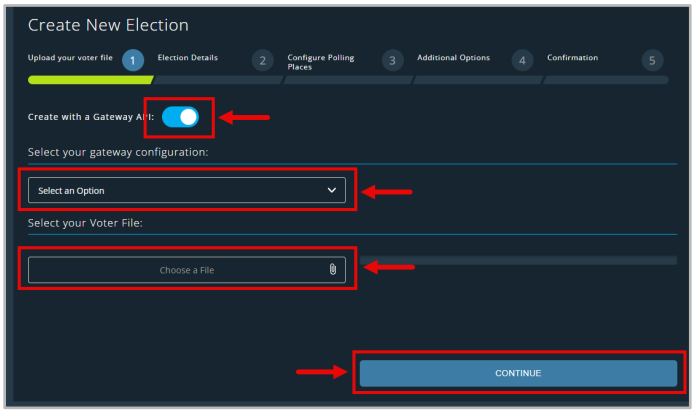
To allow information to flow between TotalVote and ePulse, ensure **Create with a Gateway API** is toggled **ON**.
Click **Select an Option** and select nevada-release.app.epulse.io.



Uploading the Voter File

epulse

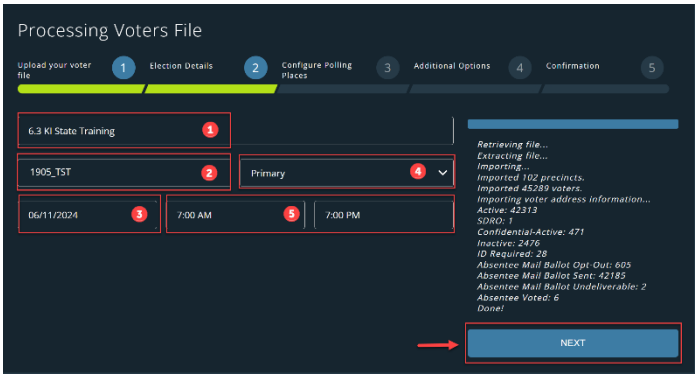
Click **Choose a File**, navigate to select the **VoterFile** downloaded from TotalVote, and click **[CONTINUE]**.



ePulse

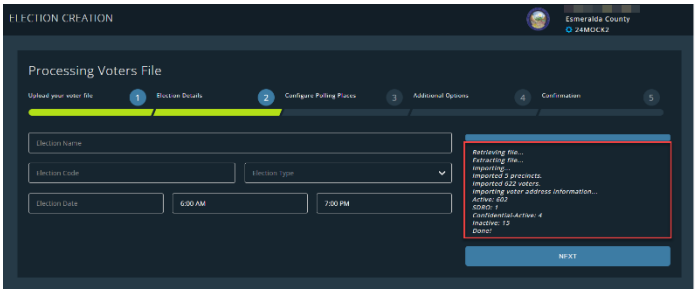
While the Voter File is processing, enter the election details:

- Election Name
- **Election Code** (election# + Environment, e.g., 1905_TST)
- Election Date
- Election Type
  - **General** (no party logic)
  - **Primary** (party logic)
- **Polls Open/Close Hours** (7:00 am/7:00 pm NRS 293.273)



ePulse

Review the Voter File import to confirm the number of precincts and voters is accurate and uploaded without errors.
When the import is complete, the system displays ***Done!***
Click **[NEXT]**.

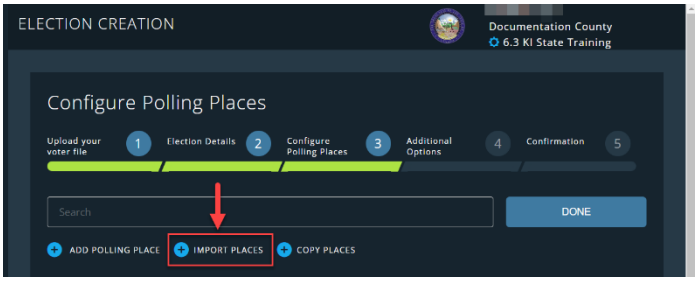


Uploading the Polling Places File

While Polling places are unlikely to change significantly between elections, all polling place information in ePulse is election specific. A new polling place file is generated in TotalVote and uploaded to ePulse for each election. This ensures the most current information is always available on Poll Pads.

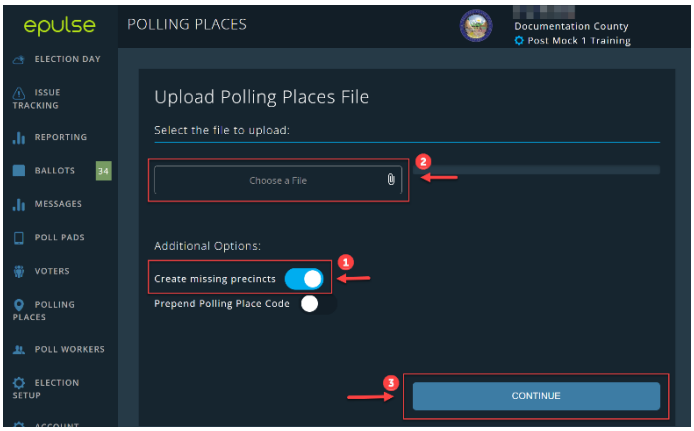
ePulse

On the Configure Polling Places screen, select **Import Places**.



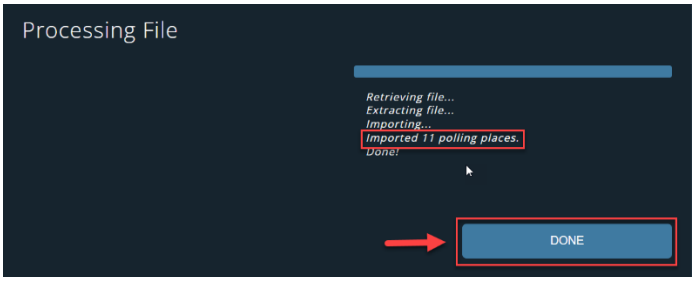
ePulse

- Ensure **Create missing precincts** toggle is selected/ON.
- Navigate to the downloaded **PollingPlacesFile** and double click to select it.
- Click [CONTINUE].



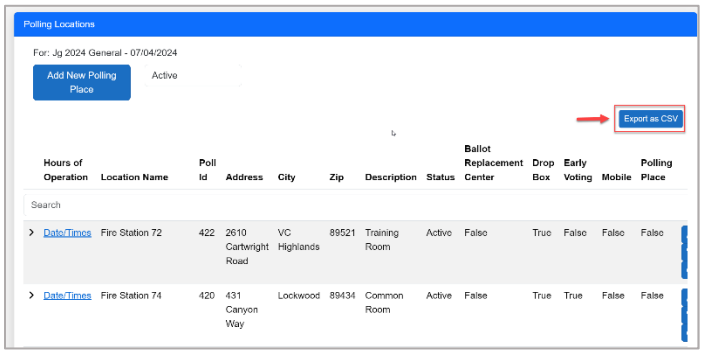
ePulse

Note the number of polling places imported and click **[DONE]**.



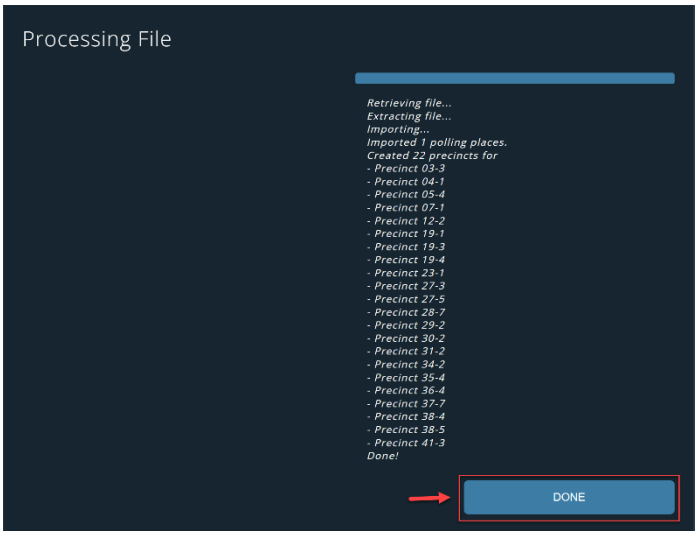
TOTALVOTE

To compare the list of polling places imported in ePulse against the list of active polling places in TotalVote, log in to TotalVote. Select **Election Management** > **Polling Locations** > **Add/Edit Poll Locations** and click **[Export as CSV]**.
Polling Places imported into ePulse should match active Vote Centers in TotalVote.



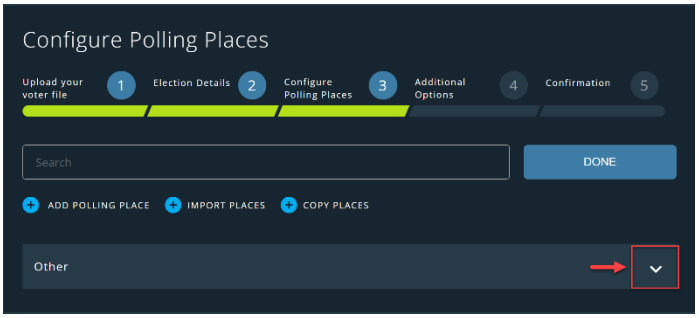
ePulse

Review the extraction process to verify that all expected precincts were created.
When the system displays ***Done!***, the import is complete.
Click **[DONE]**.



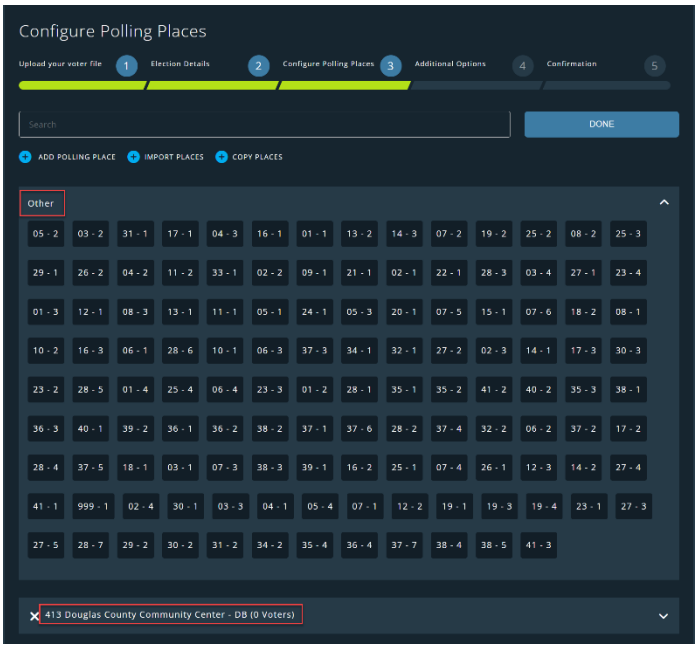
epulse

The **Configure Polling Places** screen is displayed. Click the **Other** settings ▯ down arrow to open the list of precincts.



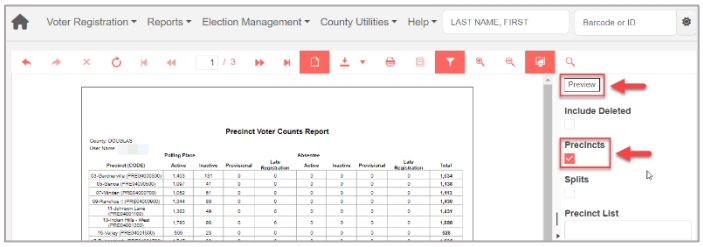
epulse

Confirm that all precincts are listed under **Other** and click **[DONE]**.
Note: Nevada's Vote Centers make it possible for any voter to vote at any vote center in the county. Voters are not assigned to specific polling places and polling places are not assigned to precincts.



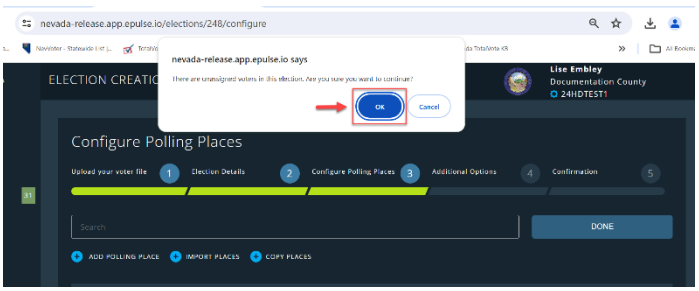
TOTALVOTE

To compare the list of precincts in TotalVote, log in to TotalVote. Select **Reports** > **Reports** and select **District Precinct Split Voters Counts**. The report will be blank initially.
Select **Precincts** and click **[Preview]**.



epulse

The warning message **unassigned voter** appears. This is as expected because Nevada voters are not assigned to specific polling places.
Click **[OK]**.



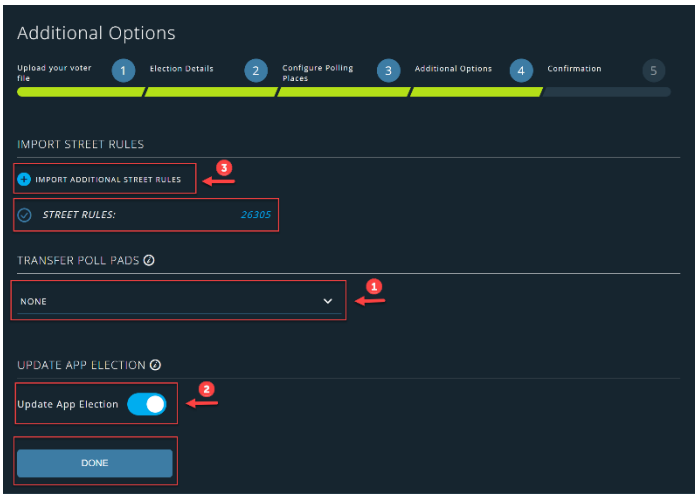
Importing Street Rules

When a Same Day Registrant enters their home address on a Poll Pad, ePulse validates the address against street rules – a database of known valid street addresses exported from TotalVote.

A new Address File is created each time ePulse files are generated in TotalVote. Uploading the new address file is part of the process each time an election is created in ePulse.

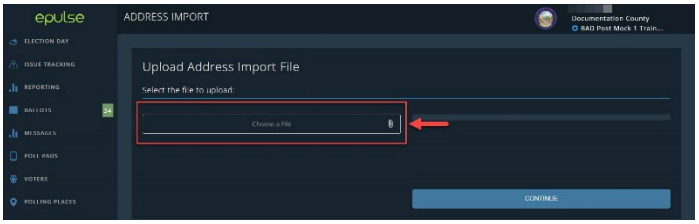
epulse

Set **TRANSFER POLL PADS** to **NONE**.
Ensure the **UPDATE APP ELECTION** toggle is selected/ON.
Click **IMPORT ADDITIONAL STREET RULES**.



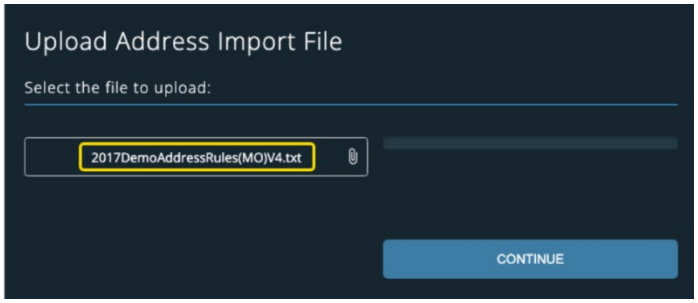
epulse

Navigate to select the downloaded **AddressFile**, and double click to open it.



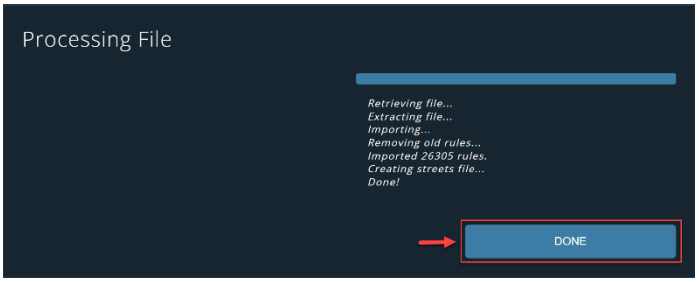
epulse

The address file name is displayed.
Click **[CONTINUE]**.



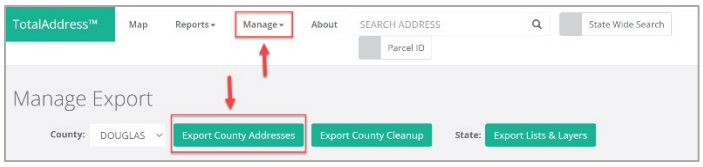
epulse

ePulse imports the file and displays a transaction history.
Confirm that the expected number of address rules imported.
When the process is complete, click **[DONE]**.



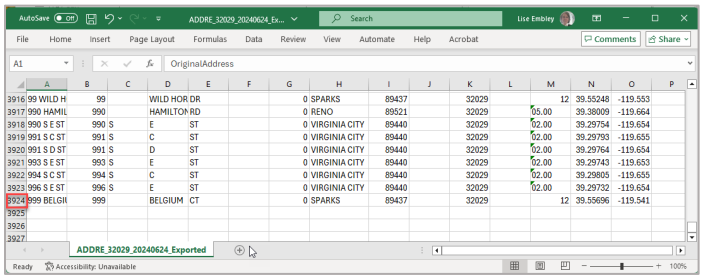
TOTALVOTE

To compare against address data in TotalVote, log in to TotalVote. Select **County Utilities** > **TotalAddress**. Select **Manage** > **Export > [Export County Addresses].**



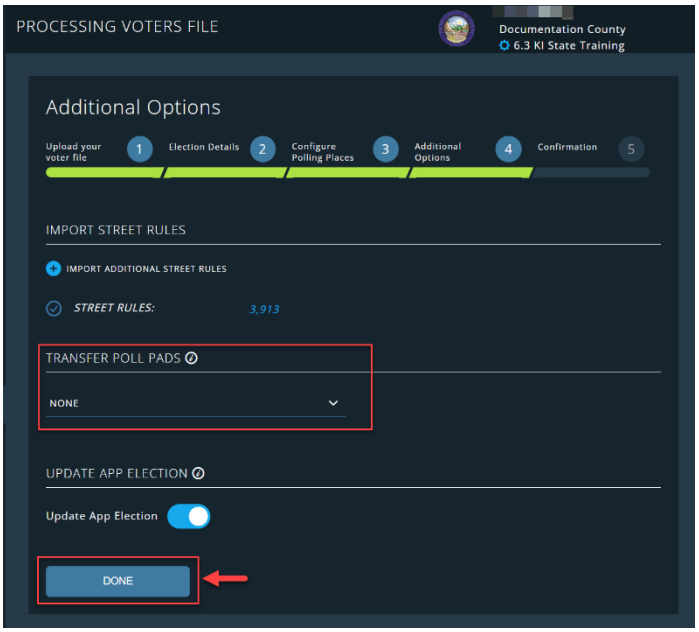
File Explorer

Open the file from the downloads folder and scroll to the last line of addresses. Compare the line number with the number of rules imported.



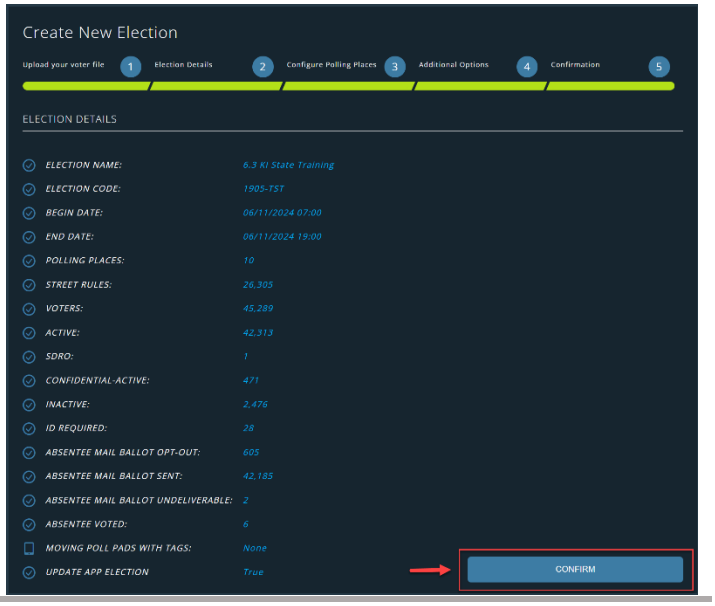
epulse

When the Street Rules have finished processing, the Additional Options screen is displayed again.
Set **TRANSFER POLL PADS** to **NONE**, scroll to the bottom and click **[DONE]**.



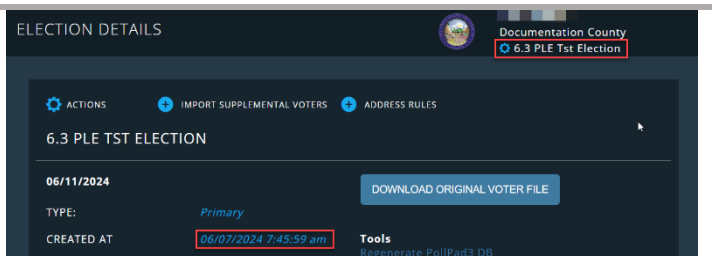
epulse

The Create New Election summary screen is displayed.
Carefully review election details, comparing against TotalVote data.
Click **[CONFIRM]** to save the newly created election.
Important: If you navigate away from this screen without clicking **[CONFIRM]**, the election setup is not saved.



epulse

Throughout the setup of a new election, the upper right corner of the ePulse landing page displays the name of the last election.
After Election Details are confirmed on the Create New Election page, the name of the newly created election is displayed.
Note the election creation date and time.

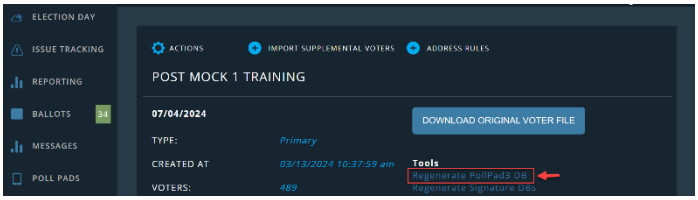


Regenerating the Poll Pad Database

After the voter, polling place, and address files are imported to ePulse, regenerate the database to create the seed files for use on Poll Pads.

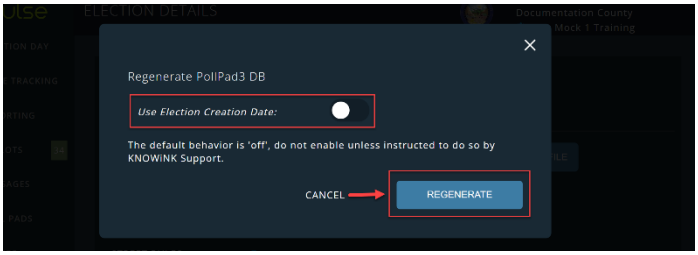
epulse

From the Election Details screen, select **Regenerate PollPad3 DB**.



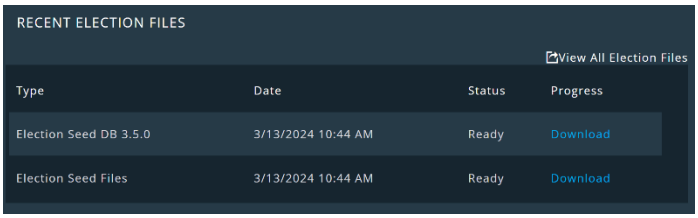
epulse

Ensure the **Use Election Creation Date** toggle is not selected/**OFF** and click **[REGENERATE]**.



epulse

Two “seed” files are listed under **RECENT ELECTION FILES**.
A progress bar is displayed for each file until the process is complete and progress bars are replaced by **Download** links.

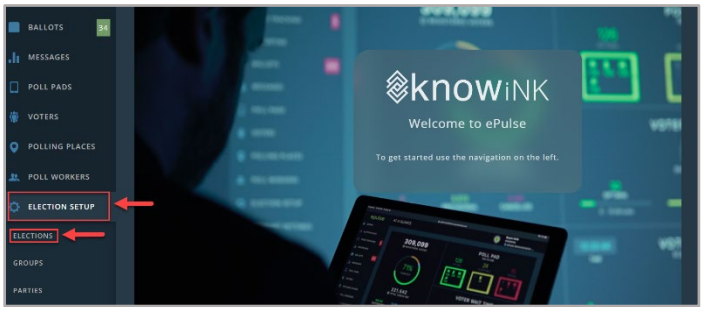


Uploading the Signature Files

The signature file is a zip file containing digital images of voter signatures. Depending on the size of the county, the initial download process can take hours or even days. Once downloaded, that signatureExport_init file is imported into ePulse and used to regenerate a signature file for use on Poll Pads. After the close of voter registration prior to an election, additional signatures can be added to the database using an incremental process.

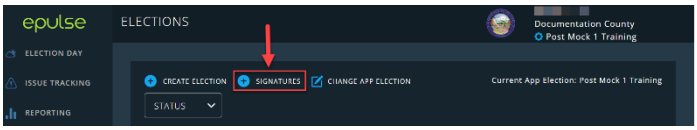
epulse

From the ePulse landing page, select **ELECTION SETUP** > **ELECTIONS**.



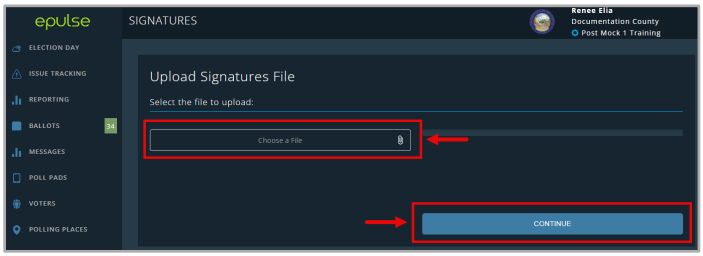
epulse

Click Signatures.



epulse

[Choose a File] and navigate to the most current signatureExport_init file downloaded from TotalVote.
Select the signature file and **[CONTINUE]**
.

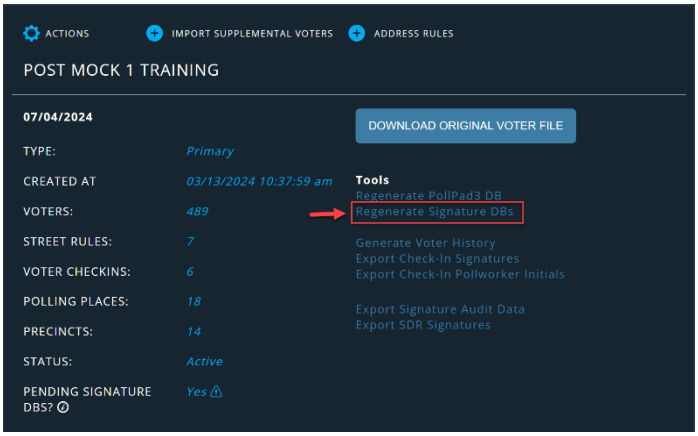


epulse

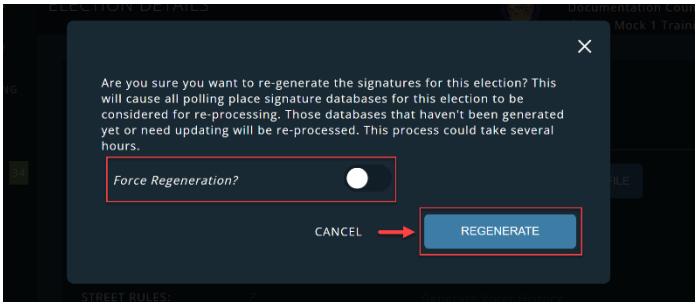
ePulse retrieves, extracts, and imports the signatures and displays Done! when complete.
Confirm that the number of signatures imported is a sensible proportion to the number of registered voters (usually double or triple) and click **[DONE]**.
Note: Signatures for cancelled and inactive voters are included in the download.



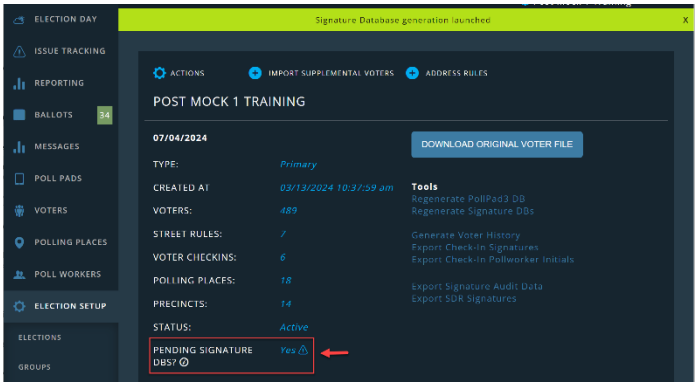
With details of the current election displayed, select **Regenerate Signature DBs**.
Regenerating the Signature dB creates the download that displays signatures on Poll Pads.



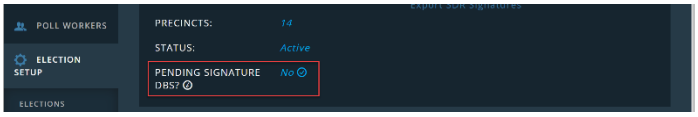
Ensure that **Force Regeneration** toggle is not selected/**OFF** and click **[REGENERATE]**.



A green **Signature Database generation launched** status bar is displayed across the top of the screen.
PENDING SIGNATURE DBS? status will be **Yes** until the regeneration is complete. This can take a few minutes.



Refresh the page and **PENDING SIGNATURE DBS?** shows **No**.



Connecting TotalVote and ePulse

The final step of election setup is activating the connection between ePulse and TotalVote.

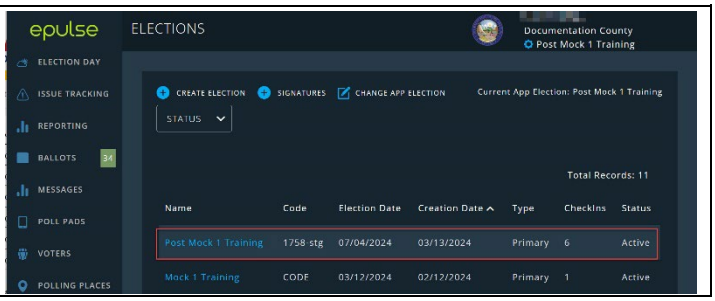
epulse

From the ePulse landing page, select **ELECTION SETUP** > **ELECTIONS**.



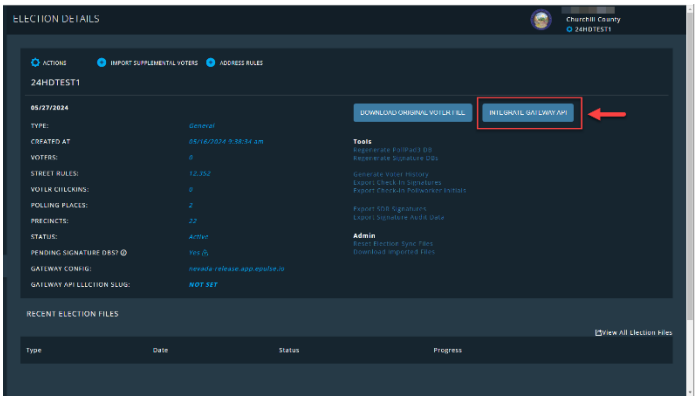
epulse

Select the **Election Name** link from the list.



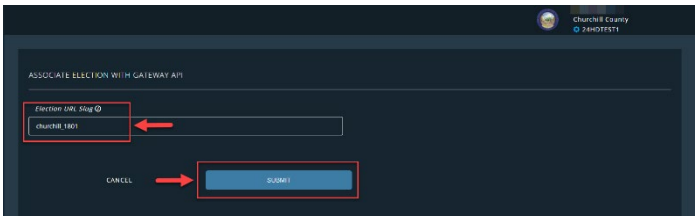
epulse

Select [INTEGRATE GATEWAY API].



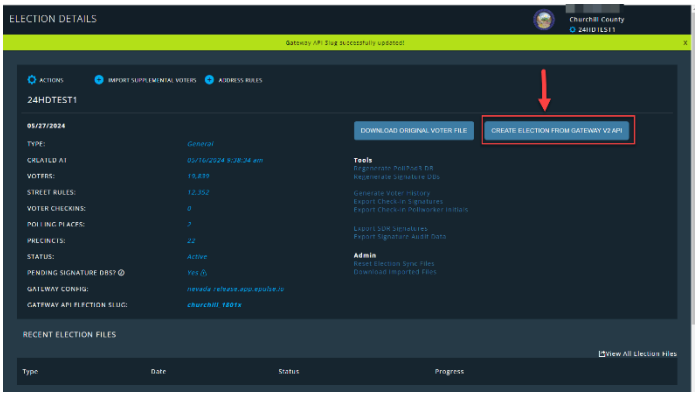
epulse

Enter the **Election URL Slug** established in TotalVote: Countyname_electionID (e.g., "churchill_1801") and click **[SUBMIT]**.



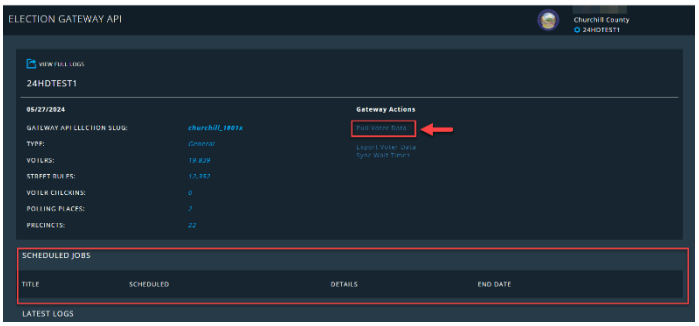
epulse

Click **[CREATE ELECTION GATEWAY API]** to initiate the process that continuously transfers voter data back and forth between Poll Pads, ePulse, and TotalVote.



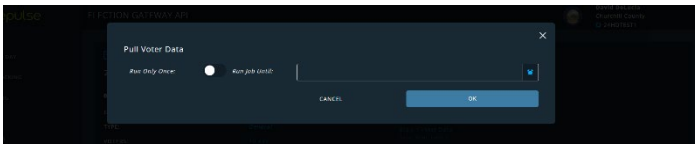
epulse

Under Gateway Actions, select Pull Voter Data.
Note: If **[DOWNLOAD ORIGINAL VOTER FILE]** is displayed instead of **Gateway Actions**, contact the VREMS Help Desk.



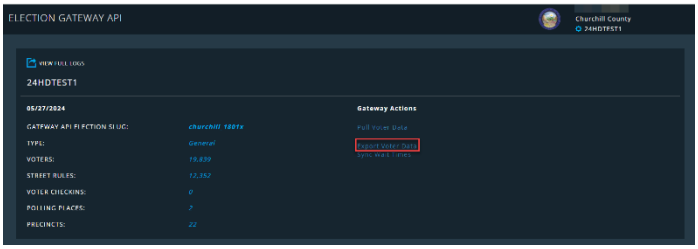
epulse

Leave **Run Job Until** blank, leave **Run Only Once** off/untoggled and click **[OK].**



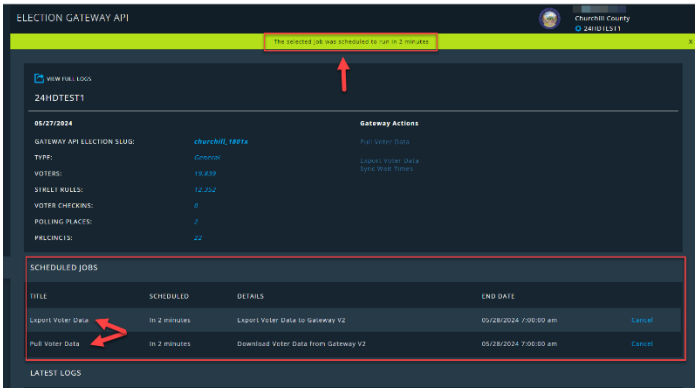
epulse

Under Gateway Actions, select Export Voter Data.



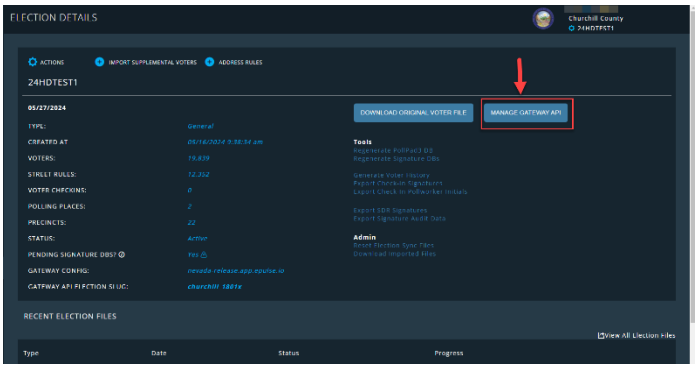
epulse

Election setup is complete.
Note that the **Export Voter Data** and **Pull Voter Data** process are now listed under **SCHEDULED JOBS**.
Click the ePulse logo in the upper left corner of the screen to return to the ePulse landing page.



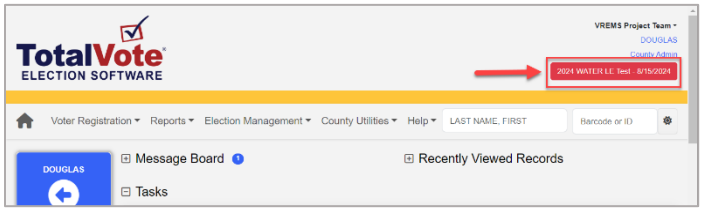
ePulse

To review Gateway API settings, return to the ePulse landing page and select **ELECTION SETUP** > **ELECTIONS**. Click to select the current **Election Name** link.
After the API Gateway begins transferring data, the button shows **MANAGE GATEWAY API**.
Note: Gateway API buttons are only visible when the election is created with a Gateway API and gateway configuration.



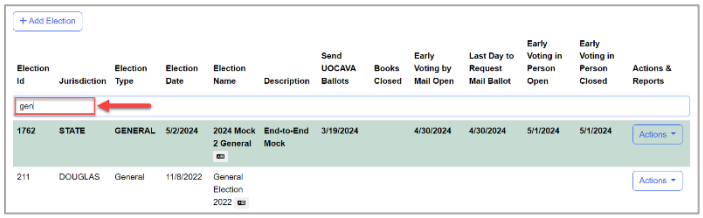
TOTALVOTE

From the TotalVote Navigation bar, select **Election Management** > **Elections**.



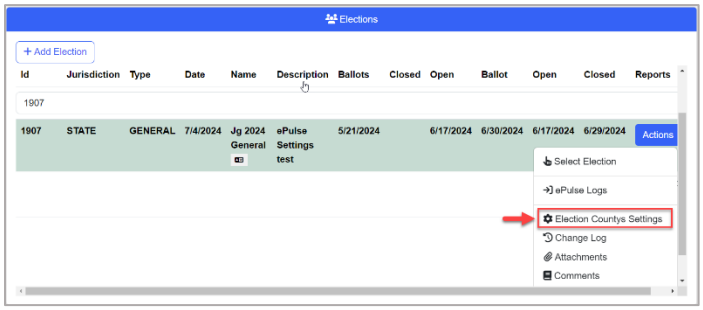
TOTALVOTE

Locate the highlighted election in the list. It may not be on the first page.
To search, begin entering the election ID number, date, or name in the search bar. The list of options narrows to match the criteria entered.



TOTALVOTE

Open the **[Actions6]** dropdown on the highlighted election and select **Election County Settings**.



TOTALVOTE

Confirm that **ePulse Secret**, **Key**, and **Slug** are populated.
Click to activate **ePulse is Active** and **[Save].**



Dominion-Specific Processes

Counties that use ES&S will NOT import the PrecinctBallotStylesFile generated from TotalVote. KNOWiNK will work with ES&S to create and import ballot styles into ePulse.

Importing Ballot Styles

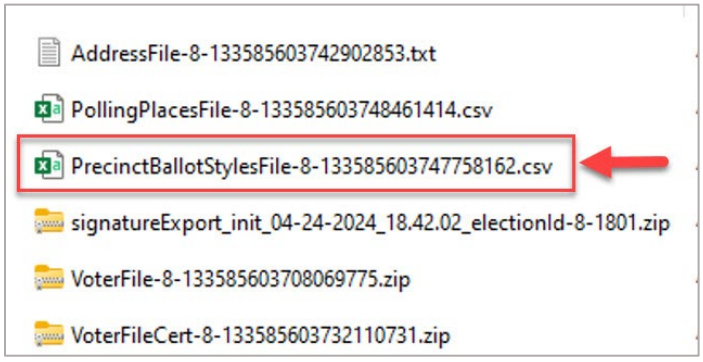
epulse

On the ePulse landing page, select **ELECTION SETUP** > **BALLOT STYLES** on the left rail.



epulse

Click IMPORT and [Choose a File].
Navigate to the downloaded PrecinctBallotStylesFile- and double click to select it.
Click [CONTINUE].



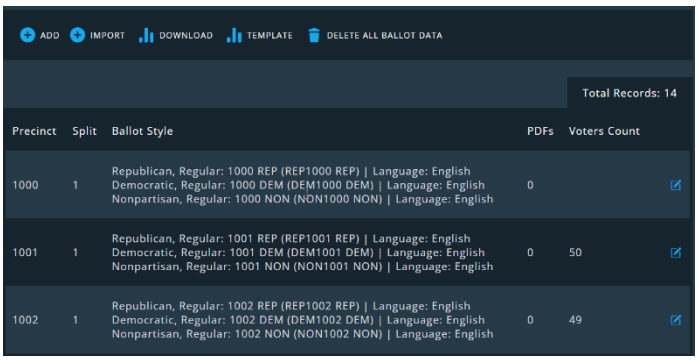
epulse

The system prompts ***Done!*** when the import is complete.
Click **[DONE]**.



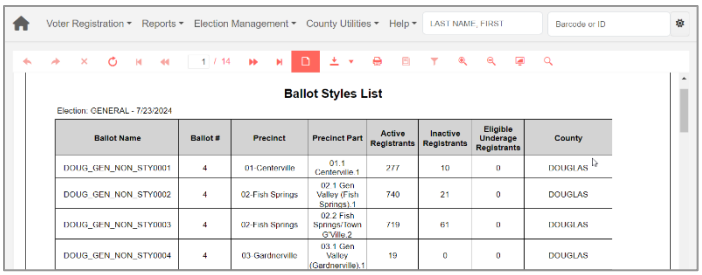
epulse

Verify that the number of ballot styles imported matches the number in the TotalVote Ballot Styles report and that there were no import errors.



TOTALVOTE

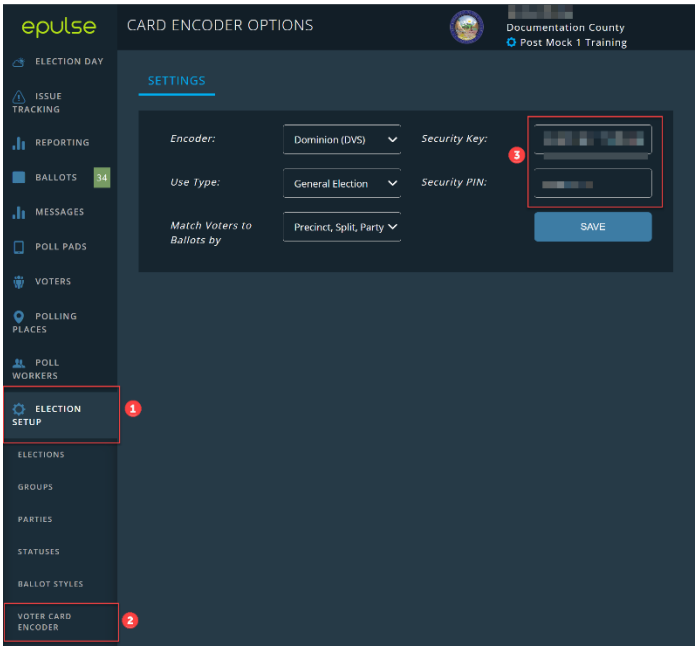
To compare against ballot styles in TotalVote, log in to TotalVote. Select **Reports** > **Reports** > **Ballot Styles List.**



Configuring Vote Card Encoders

epulse

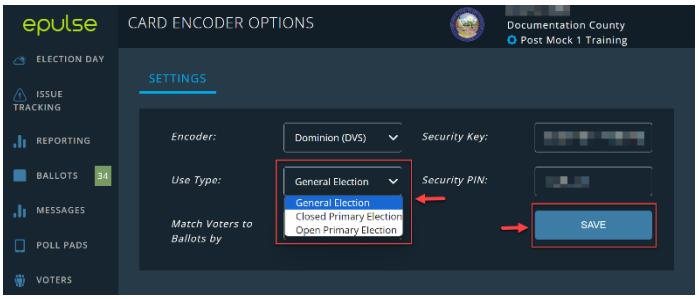
From the ePulse landing page, select **ELECTION SETUP** > **VOTER CARD ENCODER**.
Enter **Security Key** and **Pin** provided by Dominion.



epulse

Select the Election **Use Type** from the dropdown list and **[SAVE]**.

- **General Election** has no party logic.
- **Primary Election** utilizes party logic.



Poll Pad Election Testing in ePulse

County _____
Poll Pad # _____
Test Date/Time _____
Tester Name _____
Signature _____

For all Poll Pads and backups.

1 ☐ Pass ☐ Fail	**Verify or change current usernames and passwords** a. ☐ Select **POLL PADS > CONFIGURATIONS** b. ☐ Select current configuration **3.5.0 General (Printing and Encoding)** c. ☐ Select **Security** d. ☐ Verify or change: ☐ **Menu Password** ☐ **Advanced Functions Password** ☐ **Guided Access Mode Passcode** ☐ **Add Voter Jurisdiction Screen Password** (if applicable) ☐ **Jurisdiction Password Message** (if applicable) ☐ **Password to Remove Provisional Status**
2 ☐ Pass ☐ Fail	**Verify or change Poll Worker pin.** a. ☐ Select **ACCOUNT SETTINGS > RESTRICTIONS** b. ☐ Confirm or select **Restriction preset:** to **One Pollworker Pin**. c. ☐ Confirm or change **Username** and **Pin**.

On Each Poll Pad and Backup Assigned to the Election

3 ☐ Pass ☐ Fail	**Verify Connectivity Status of WiFi and Bluetooth** a. ☐ Power on iPad and Star Micronics printer. b. ☐ On the iPad WELCOME TO POLL PAD Home Screen, open **Settings**: • ☐ Verify **Wi-Fi** name of local network. • ☐ Verify **Bluetooth** is **On**. • ☐ Verify both **Power** and **Bluetooth** lights are displayed on printer. • ☐ Select **Cellular Data**, verify **Cellular Data** is toggled **ON**.
4 ☐ Pass ☐ Fail	**Verify the expected iOS version is installed:** On the iPad WELCOME TO POLL PAD Home Screen: a. ☐ Open **Settings**. b. ☐ Under **General**, select **About**. ☐ Record **iPad Name** _____ ☐ Verify **iPadOS Version** shows **17.6.1**

5 ☐ Pass ☐ Fail	**Verify the expected Poll Pad application version is installed:** On the iPad WELCOME TO POLL PAD Home Screen: a. ☐ Open **Settings** and scroll to bottom left of screen. b. ☐ Select Poll Pad app shows version **3.** c. ☐ Verify **Bluetooth** is **ON**. d. ☐ Verify **Local Network** is **ON**. e. ☐ Verify **Microphone** is **ON**. f. ☐ Verify **Camera** is **ON**. g. ☐ Verify **Background App Refresh** is **ON**. h. ☐ Verify **Cellular Data** is **ON**. i. ☐ Verify **Seed Version** shows **3.5.0.** j. ☐ Verify **Build** shows **4.**
6 ☐ Pass ☐ Fail	**Verify the Date and Time on the Poll Pad Home Screen are correct.**
7 ☐ Pass ☐ Fail	**Verify the expected Election is loaded into the Poll Pad application:** On the Poll Pad application Home Page: a. ☐ Verify the correct election and election type are displayed: **[2024 General Election]** b. ☐ Verify the election date shows **11/05/2024.** c. ☐ Verify the correct polling place for that Poll Pad is displayed. d. ☐ Verify number of **Precinct Records** and **Countywide Records**. e. ☐ Verify icons on top right are correct:  ☐ Wait Time is **BLUE**. ☐ Printer Status is **GREEN**. ☐ Message is **GRAY**. ☐ ePulse Synch is **GREEN**. ☐ Encoder Card is **GREEN**. ☐ Peer-to-Peer is **YELLOW**. **If not, follow troubleshooting procedures.**
8 ☐ Pass ☐ Fail	**Verify the receipt printing is functional.** On the Poll Pad application Home Page: a. ☐ Select the printer icon in the top right part of the status bar. If Printer Status is **Not Connected**, follow troubleshooting procedures. Poll Pad with Encoder Poll Pad with ExpressVote b. ☐ Select **Print Test Receipt**. c. ☐ Verify receipt specifies **Poll Pad Name**.

CHAPTER 6
VOTER REGISTRATION

TABLE OF CONTENTS

Authorized Methods of Registering to Vote 248
- Online Voter Registration 248
- Nevada Voter Registration Application 248
- Military and Overseas Voters 249
- Changes to Current Registration 249
- Pre-registration for 17 Years of Age 249
- Same-day Registration 250
- Common Examples of Nevada Tribal IDs 251
  - Front and back examples: 251
    - Duck Valley Shoshone-Paiute Tribe 251
    - Fallon Paiute Shoshone Tribe 251
    - Fort Mojave Indian Tribe 251
    - Summit Lake Paiute Tribe 252
    - Timbisha Shoshone Tribe 252
  - Front only examples: 252
    - Lovelock Paiute Tribe 253

State & County Responsibilities 254
Voter Registration Drives 255
Voter Registration Agencies 256
Cost of Printing 256
Field Registrars 257
Voter Registration Verification Process 259
Voter Challenges 260
- Written Challenges 260
- Oral Challenge Reasons 262
- Oral Challenge Steps 263

Voter Registration Statuses 265
Voter Registration Statistics 266
Statewide Voter Registration List 267
Mail Ballot Distribution, Return, and Status 268
Voter Registration List Maintenance 269
- List Maintenance Sources 270
- Bases for Updating Registration Lists 271
  - Deceased Voters 271
  - Voter's Change in Residency 272

Removal Due to a Felony Conviction:..... 273
Re-Registration After Cancellation: 273
Felony Convictions in Other States or in Federal Court:..... 273
Eligibility Status for Individuals with Prior Felony Convictions:..... 273

VOTER REGISTRATION

Authorized Methods of Registering to Vote

Nevada provides some of the most progressive methods to register to vote. There are multiple ways to register to vote including online and automatically during most transactions at the Department of Motor Vehicles. Online and DMV transactions are the most common and account for over half of voter registrations updates to an existing voter registration record in the state. The following lists each method available to register to vote and updates an existing voter registration record and provides a description about that method.

Online Voter Registration

Online voter registration is now available for residents of all Nevada counties. Eligible voters can register to vote and update their voter registration information online, including change of address and party affiliation. A DMV issued Driver's License or ID is required. The official online website is www.RegisterToVoteNV.gov.

NOTE: Third-party online voter registration sites may provide the ability to register to vote in Nevada, however, the State cannot guarantee if or how the information will be provided to the correct election official.

Nevada Voter Registration Application

The Nevada Voter Registration Application is prescribed by the Secretary of State pursuant to NRS 293.507. The Nevada Voter Registration Application is the standard form for individuals when applying to register to vote or preregister to vote in the State of Nevada.

To register to vote complete the fillable Voter Registration Form and follow the steps below:

- Answer all eligibility questions.
- Enter your personal information into the spaces provided and select Generate Voter Registration Form.
- Print out the form and do not forget to sign it.
- Mail or deliver the form in person to the county clerk or registrar of voters in your county.

Military and Overseas Voters

The Federal Post Card Application (FPCA), or the application's electronic equivalent, is prescribed by the Uniformed and Overseas Citizens Absentee Voting Act or UOCAVA. 52 U.S.C. § 20301(b)(2). The FPCA is available to all uniformed service members, their spouses or dependents who are on active duty and absent from their voting residence, and citizens residing overseas. For additional information visit the Federal Voting Assistance Program's website at www.FVAP.gov or https://www.fvap.gov/fpca-privacy-notice.

A Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) voter who is not already registered in Nevada can both register and request an absentee ballot by completing and sending the Federal Post Card Application (FPCA) form to their local county clerk/register of voters.
UOCAVA voters may also register to vote online. Voters using this method of registration will have to request an absentee ballot separately, at which time they will provide the county clerk/ registrar of voters their current overseas or military mailing address.

Note: UOCAVA voters must reaffirm their eligibility every election cycle (biennially). To reaffirm eligibility as a UOCAVA voter, a FPCA should be resubmitted to their election official's office. FPCAs that are submitted for a primary election also function as a request for subsequent federal elections during that election cycle.

The Nevada's Effective Absentee System for Elections (EASE) is available for use by active members of the United States Armed Forces, their spouses and dependents, and Nevada voters who reside outside of the country. For more information about EASE, the online resource which integrates voter registration, electronic ballot delivery and marking, please visit the EASE Overview page by clicking here.

If you are eligible to vote using EASE the system can be accessed at NVEASE.gov to complete your Federal Post Card Application (FPCA), registering to vote, and marking and returning your election ballot.

Changes to Current Registration

If you've moved, changed your name, want to change party affiliation, or otherwise have to update your voter registration status, you can update your current voter registration information online at RegisterToVoteNV.gov or by submitting a new voter registration application to your local election official.

Pre-registration for 17 Years of Age

Nevada law allows U.S. citizens who are 17 years old but less than 18 years old to preregister to vote. A person can preregister to vote using any of the means available for a person to register to vote, including online at www.RegisterToVoteNV.gov. A person who has preregistered to vote is automatically deemed registered to vote on his or her 18th birthday unless the person's preregistration is cancelled.

Same-day Registration

Nevada law allows a voter to register for the first time or update their existing registration on the same day they vote. While this process is convenient, there are some vital details to understand.

If you wish to utilize the same-day registration process you must have a valid Nevada driver's license/ID or acceptable Tribal ID card NRS 237.200 and you must vote in-person at a polling location. Any other form of identification, including a military ID or passport, cannot be used for same-day registration to prove your identity. At the polling location you will present your Nevada driver's license/ID or acceptable Tribal ID card to the election official and be provided the opportunity to register or update your existing registration. If your Nevada driver's license/ID or Tribal ID card does not have your current residential address, you will also need to present valid proof of residence.

The following items can be used as proof of residence:

- A military identification card;
- A utility bill, including, a bill for electric, gas, oil, water, sewer, septic, telephone, television, etc.;
- A bank or credit union statement;
- A paycheck;
- An income tax return;
- A statement concerning the mortgage, rental, or lease of a residence;
- A motor vehicle registration;
- A property tax statement; or
- Any other document issued by a governmental agency.

An elector who is registering to vote may provide his or her current and valid tribal identification card as proof of his or her identity and residency.

As many tribal lands cross state lines, if a tribal voter presents an "out-of-state" tribal ID with a Nevada address, the tribal ID is to be accepted for in-person same day voter registration.

An elector whose driver's license or identification card issued by the Department of Motor Vehicles does not contain the current residential address of the elector may, in addition to the documents set forth in NRS 293.5842 and NRS 293.5847, may present a temporary identification card issued by the Department of Corrections or any other agency of this State, if the identification card contains a photograph of the elector and his or her current residential address.

Once you have provided the required identification and completed the registration process, you will be given a ballot. This ballot may be a provisional ballot. To view additional Same-Day Registration information visit the Secretary of States website here.

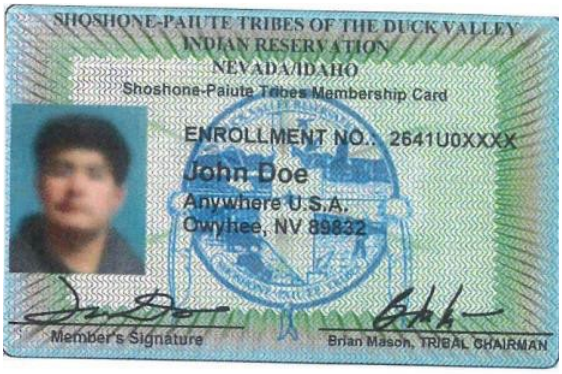
Common Examples of Nevada Tribal IDs

Please note: You may come across Tribal IDs that are not pictured in this file. These IDs are acceptable given they have a Nevada address listed. This file is merely to familiarize you with the format of some of Nevada's Tribal IDs.

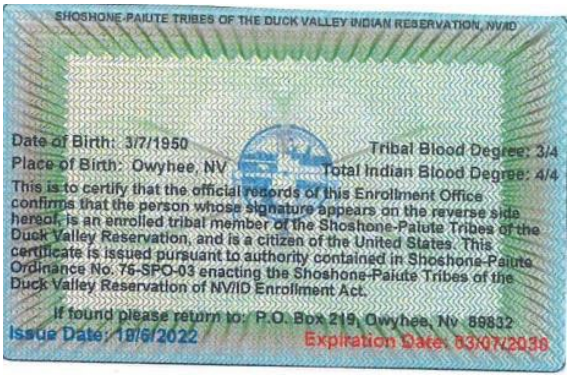
Front and back examples:

Duck Valley Shoshone-Paiute Tribe

Front:

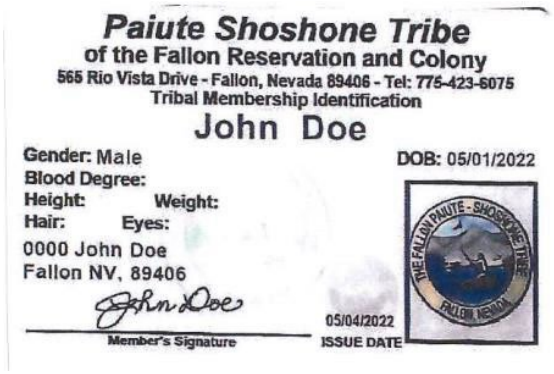


Back:

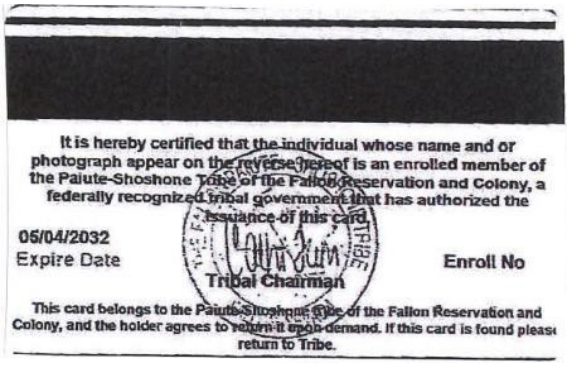


Fallon Paiute Shoshone Tribe

Front:

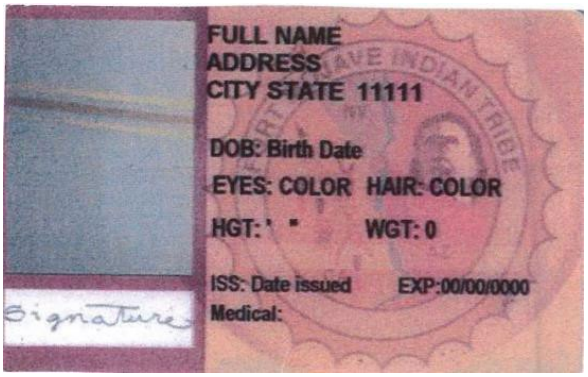


Back:



Fort Mojave Indian Tribe

Front:



Back:



Summit Lake Paiute Tribe

Front:

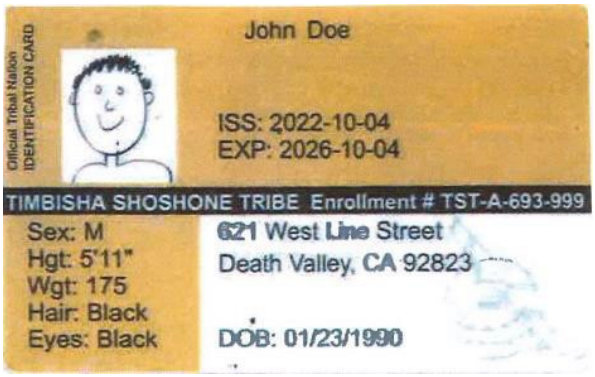


Back:



Timbisha Shoshone Tribe

Front:



Back:

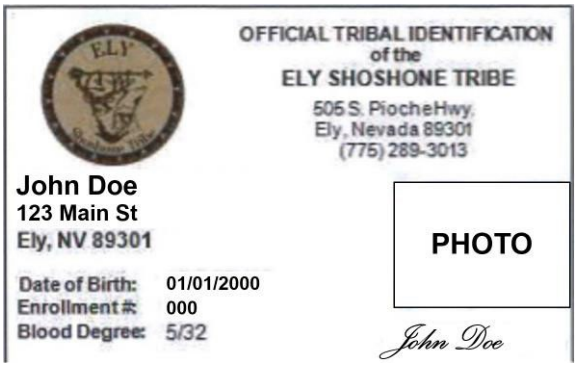


Front only examples:

Duckwater Shoshone Tribe



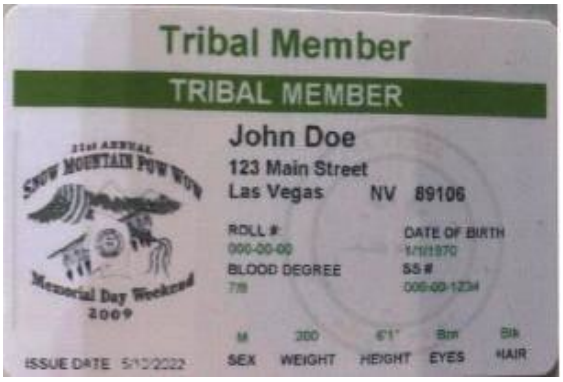
Ely Shoshone Tribe



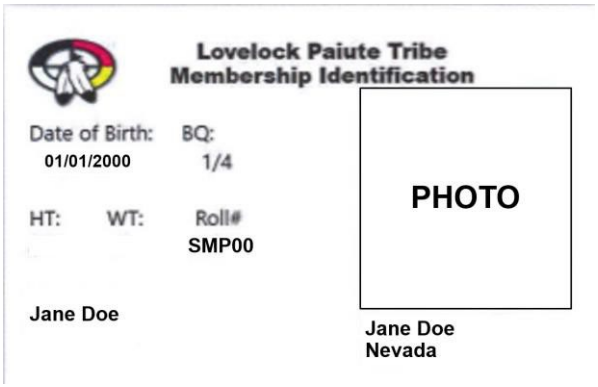
Fort McDermitt Paiute-Shoshone Tribe



Las Vegas Paiute Tribe



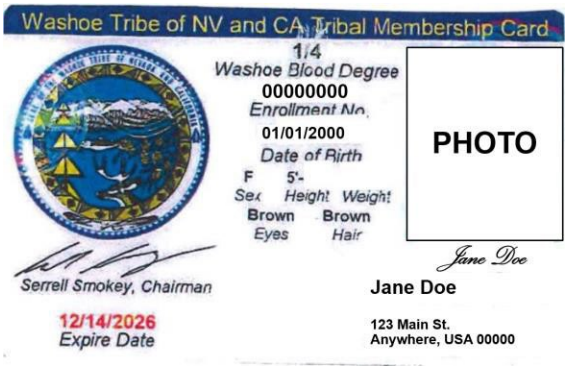
Lovelock Paiute Tribe



Pyramid Lake Paiute Tribe



Washoe Tribe of Nevada and California:



Walker River Paiute Tribe:



State & County Responsibilities

The Secretary of State has several responsibilities regarding the official voter registration form used in Nevada. For example, to ensure consistency and uniformity law requires the Secretary of State to prescribe a standard form and contents.

The following is a list of items required by law to be included on the form. The Secretary of State is also responsible for adopting regulations to carry out laws pertaining to the form. NRS 293.507 and NAC 293.420.

- Instructions for the applicant to complete the application
- A notice the applicant must be a U.S. citizen and at least 18 years of age on or before election day.
- Unique Control Number on the form and receipt assigned by the Secretary of State
- Applicant's full legal name
- Applicant's address or description of physical domicile, and notice a business address is not permitted
- Ability to provide an address at which an applicant receives mail, such as post-office box
- Applicant's Nevada Driver's License or Identification Card Number, or if the applicant has not been issued a NV DL/ID the last four digits of the applicant's Social Security Number, or if the applicant has not been issued an SSN the Unique Identification Number issued to the applicant.
- Ability for application to request a Sample Ballot in larger type
- Receipt for applicant to retain information about a person assisting with completion of the form

Pursuant to NAC 293.420(5) the local election office shall provide enough paper voter registration applications to meet the needs of the residents of the county. The local election official shall make the voter registration application available throughout the county at the following locations with a notice requesting persons to take no more than one form per person.

- United States Post Offices
- Public libraries
- Local offices of public utilities
- Financial institutions
- Community centers for aging persons
- Educational institutions
- Governmental offices
- Offices of county and state political central committees
- Union halls
- Offices of civic organizations
- Campaign headquarters of presidential, federal, and statewide candidates
- Places of worship
- Such other locations as the county clerk deems appropriate

If a group or person requests more than 50 applications, NAC 293.425 requires each request for to be made on a request form prescribed by the Secretary of State. The prescribed form requires the person or group making the request to describe a plan for distribution of the forms, including, without limitation, identification of the county or counties with which the person or group plans to circulate and file the completed applications.

Voter Registration Drives

To ensure the integrity of the voter registration process, any individual or organization conducting a voter registration drive in Nevada must adhere to all relevant statutory regulations. It is the responsibility of an individual or organization conducting a voter registration drive to ensure all participants acting on behalf of such individual or organization are compliant with these requirements.

Whenever an individual or organization requests 50 or more voter registration applications, they must first submit a Mail-In Voter Registration Application Distribution Plan pursuant to NAC 293.425.

The request must be made on a form prescribed by the Secretary of State. All voter registration applications are issued unique control numbers that are tracked by the Secretary of State's office and the County Clerk/Registrar of Voters.

You may download a copy of the Distribution Plan below here and return it to the office of the County Clerk/Registrar of Voters in the county you wish to conduct a voter registration drive.

On or before December 31 of each year, each county clerk shall submit to the Secretary of State for approval a plan for the upcoming year which indicates the public locations at which applications for registration by mail will be made available to the public. The plan must include a description of the method to be used to monitor the supply of forms at each such location. If no change is requested in the plan which was approved for the previous year, the county clerk may indicate that fact to the Secretary of State instead of submitting a new plan for the upcoming year.

In addition, the plan must establish a procedure to account for each such form by its control number at each public location and a procedure for controlling the bulk distribution of the forms, including:

- The keeping of related records;
- The training of the persons who will be distributing the forms; and
- Plans for the contingent acquisition of forms in the event that the supply becomes depleted.

Voter Registration Agencies

The National Voter Registration Act (NVRA) requires states to designate state government agencies and offices that provide public assistance or services to people with disabilities as voter registration agencies, as well as other offices are required by state law.

Offices designated as a voter registration agency must offer the opportunity to register to vote with each application for service or assistance, and with recertification, renewal, or change of address form relating to such service or assistance. An application to register to vote much be provided with each application, even if the applicant declines to receive assistance when completing the voter registration application.

Agencies and offices currently designated as NVRA Voter Registration Agencies for Nevada are included in the 2023 Certification.

Voter registration employees of a Voter Registration Agency or local office should contact their Agency NVRA Coordinator with questions or for forms.

Cost of Printing

The cost to print voter registration application is the responsibility of the municipality, county, district, or State as the case may be. Subsequently, Nevada law provides for the jurisdiction to charge for requests of more than 50 applications to register to vote by mail in any 12-month period. The charge may not exceed the cost of printing the applications.

Field Registrars

Field Registrars are volunteers trained by the County Election Office to register qualified voters on behalf of the County Election Office. Although various voter registration duties may be assigned to a Field Registrar by a local election official, Field Registrars are usually dispatched to assist persons when registering to vote and is not able to due to good cause.

Good cause is defined as needing assistance to register to vote but is unable to do so due to illness or disability.

Field Registrars may be dispatched to a person's home, care facility, or receive assistance when registering to vote. Persons may make a request for assistance from a Field Registrar to a local election official in writing or by telephone.

Each county election official **shall** appoint at least one registered voter to serve as a field registrar of voters. Field Registrars must meet the following eligibility requirements.

- Be a registered voter
- Not be a candidate for nomination or election
- Not be laboring under any felony conviction or other loss of civil rights
- Have photo identification
- Successfully complete Field Registrar training
  - Policies, Procedures, and Restrictions
  - Deadlines
  - Custody and Submission of Completed and Blank Registration Materials

Strict laws apply to Field Registrars. For example, once a Field Registrar has five (5) or more completed applications, the completed applications must be submitted to the county election office, AND in no case is a Field Registrar able to have a completed application for more than ten (10) days. For more information about laws applicable to Field Registrars, see NRS 293.505 and your local election official training for Field Registrars.

Field Registrars are prohibited from performing certain actions while performing their duties. Following is a list of the most common prohibited acts. For questions about what may be allowed or prohibited, please contact the local election office or Office of the Secretary of State.

Violations of prohibitions, whether federal or state, carry serious penalties most of which may be a Felony.

The most common prohibitions include, but are not limited to, the following:

- Persons must not intimidate, threaten, or coerce any other person for registering to vote, urging or aiding persons in registering to voting, for the purposes of interfering or influencing how a person chooses to vote or not vote, or to prevent a person from voting.
- Persons must not submit false information, such as a name, address, or period of residence.
- Persons must not falsely claim status as a citizen of the United States.
- Persons may not pay, offer to pay, or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate or referenda.
- Refuse to register a person to vote on account of the registrant's political party affiliation.
- Solicit a vote for or against a candidate or ballot referenda.
- Speak to a registrant or voter about marking their ballot for or against a candidate or referenda.
- Distribute a petition or other material for or against a candidate or referenda.
- Knowingly register a person who is not qualified to register to vote, including providing false information to register to vote.
- Register a person who does not provide satisfactory proof of identification and residence.
- Retain an application for longer than permitted or not complete the registration receipt.
- Falsely claim to be or identify as a Field Registrar.
- Alter, deface, or destroy a voter registration application.
- Delegate duties as a Field Registrar to another person.

To inquire about being a Field Registrar or additional questions, contact the local election office or Office of the Secretary of State.

Voter Registration Verification Process

Below is the process followed by local election officials and the Secretary of State's office when an individual registers to vote in Nevada. This process is outlined in Nevada Revised Statutes NRS 293.2725 and NRS 293.5235, as well as Section 303(b) of the Help America Vote Act (HAVA).

- The information on the voter registration form is entered into the county voter registration system. This information is then sent to the Secretary of State's office during the nightly upload process where it is verified against the Nevada Department of Motor Vehicles (DMV), the Social Security Administration (SSA), the Office of Vital Statistics, and existing records within the Statewide Voter Registration List.
- If the verification process is able to validate the information submitted on the voter registration form, the voter is put in "active" status and is eligible to vote in elections in Nevada. When the voter goes to the polls to vote for the first time in Nevada, the voter does not have to show any identification since the voter's identification information has already been matched against existing records pursuant to federal and state law (Help America Vote Act of 2002 and NRS 293.2725). Signature verification is still performed at the polling location.
- If the information submitted on the voter registration form matches an existing registration in the Statewide Voter Registration List, a notice is sent to the county that a potential duplicate registration exists, and the county (or counties) works to resolve the issue. This generally happens when a registered voter moves within the state (either intra-county or cross-county) and registers to vote at their new address.
- If the verification process is unable to validate the information on the voter registration form, the county reaches out to the person to make sure all the information they included on their voter registration was correct. Small typos, data entry errors, and sloppy handwriting can prevent the county from being able to authenticate the record. Similarly, bogus or fabricated information will prevent the local election official from authenticating the information provided. These voters are put in "active pending" status and are not allowed to vote until the information concerning their registration can be confirmed or they appear to vote in person and provide photo identification and proof of residency.
- If the voter registration form is missing critical eligibility information (e.g., affirmation the voter is eligible to vote, signature, Driver's License number, or Social Security Number), the county reaches out to the person to obtain the missing critical eligibility information. These voters are put in "fatal pending" status and are ineligible to vote until the critical eligibility criteria has been provided to the county. If a voter does not have a valid Nevada Driver's License/Identification Card or a Social Security Number, the voter must sign an affidavit attesting to this fact and provide alternate proof of identification and residency before being allowed to vote.

Nevada is a founding member of the Electronic Registration Information Center (ERIC), a nonprofit organization assisting states to improve the accuracy of their voter rolls. Every 60 days, Nevada's voter registration records and DMV records are uploaded to ERIC and compared against data supplied by the other 20 participating ERIC states (including Washington, D.C.), the Social Security Death Index, and the U.S. Postal Service's National Change of Address database in an effort to identify deceased individuals and those registered to vote in more than one state.

Any potential duplications or deceased voters are reported to the Secretary of State's office and local election officials for further investigation and processing, and as appropriate, removal from or correction of the voter roll.

Voter Challenges

Nevada law allows a registered voter to challenge other registered voters for various reasons. Voter Challenge forms can be located on the Nevada Secretary of States website here.

Written Challenges

STEP 1: A written challenge may be filed after the 30th day but not later than the 25th day before any election NRS 293.547(1).

- A written challenge must be submitted on the form provided by the Secretary of State
- Each form must not contain the name of more than one person whose right to vote is challenged.
  - The county clerk shall not accept any challenge which contains more than one such name on a form.
  - A challenger may submit multiple written challenges, but each challenge must be in a separate form, and each must be evaluated separately for compliance with the provisions of.
- The challenger must fill out all available information as indicated, and sign.
  - The challenger does not have to personally submit each form.
  - Other individuals besides the challenger (i.e., a third party) may gather multiple written challenges on form EL613 and submit them to the appropriate county clerk in a single submission.
- If a form is submitted late or without information required pursuant to NRS 293.547 or NAC 293.416, the form will not be considered timely or complete.
- If a form is submitted without complete information, the clerk is not required to contact the challenger to correct the form or to request additional information.
  - If the form does not include the phone number of the voter who is being challenged, the challenge must still be accepted.
- The challenger must be a registered voter from the same precinct as the challenged voter, and the basis of the challenge and statement of facts must be made upon personal knowledge.
- The challenge must be signed and verified by the registered voter.

The following are examples of what is NOT personal knowledge:

- Information obtained from another person or organization. For example, if someone
- other than the voter gives information that suggests a voter is ineligible, that information would not be firsthand knowledge.
- Information obtained from someone purporting to be a family member, roommate, or other person living at the voter's address.
- Information obtained solely from a database or data matching program. Such information adds nothing to the information already regularly provided to and used by local officials to conduct required list maintenance, such the Electronic Registration Information Center (ERIC), election mail returned as undeliverable, other state and federal agency data.
- Information obtained from a newspaper or other media sources.

STEP 2: Upon receipt of a written challenge by the clerk, the following steps must be taken.:

- The clerk must first verify the information on the form.
  - The name, precinct, and address of the challenger must be first verified against the current county voter registration list.
    - If the name, precinct, or address is incorrect, the clerk may contact the challenger to re-submit the challenge with corrected information.
      - Any attempt to cure a challenge submitted pursuant to NRS 293.547 must be conducted prior to the end of the 25th day before any election.
    - If the challenger is not registered in the same precinct as the challenged voter, the challenge process should stop.
    - Once verified, the first box on form EL613 next to "Verified by Clerk" should be checked.
  - The name, precinct, and address of the voter being challenged, as provided on the EL613 form bearing their name, must then be verified against the current county voter registration list.
    - If the voter being challenged has moved out of the precinct, updated their voter registration within the county, previously been inactivated, or previously been cancelled, then the challenge is not valid, and the challenge process should stop.
    - If the name, address, and precinct of the voter being challenged is valid and the voter's information matches what is on the current county voter registration list, then the second box on form EL613 next to "Verified by Clerk" should be checked.
    - If the voter being challenged has moved out of the precinct or within the county, previously been inactivated, or previously been cancelled, the clerk should write one of the following below the empty "Verified by Clerk" box:
      - If a voter moves to another precinct within the county.
      - Invalid voter address provided by challenger Voter updated registration and is a valid voter.
      - Voter registration was inactivated.
      - Voter registration was cancelled.

- Once the information of both the challenger and the voter being challenged has been validated, the clerk must file a copy of the challenge to the challenged registration in the roster.
- Upon the filing of a challenge in the registrar of voters register, the clerk should immediately notify the district attorney with a copy of the challenge accompanying the notice.
- Within five days after a challenge is filed, the clerk must mail a notice in the manner set forth in NRS 293.530 to the person whose right to vote has been challenged pursuant to NRS 293.547 informing the person of the challenge. A copy of the challenge and information describing how to resolve the challenge, properly reregister, or update the voter's registration must accompany the notice.
    - The notice to the voter being challenged must be mailed within five days of receipt of the written challenge, not within five days of the challenge period.
    - The notice to the voter being challenged must comply with the requirements of NAC 293.418 which states:
        - Even though your right to vote has been challenged, you are still registered and eligible to vote. Please contact this office immediately for information concerning how you may respond to the challenge. A failure to respond to this notice could result in your voter registration being inactivated or cancelled NRS 293.547(5).
- If the person fails to respond or appear to vote within the required time by NRS 293.530(c), the county clerk shall cancel the person's registration. Further, if the district attorney causes proceedings to be instituted and prosecuted in a court of competent jurisdiction, and the court orders the voter's registration to be canceled, the county clerk shall cancel the person's registration.
- If a voter who was successfully challenged under the provisions of NRS 293.547 appears at a polling location with information indicating they are eligible to vote pursuant to Article 2, Section 1 of the Nevada Constitution, then that voter must be allowed to cast a ballot.

If a challenger fails to meet any of the below criteria, the challenge shall be rejected, and no further action shall be taken with respect to the challenge.

Clerks who receive a challenge pursuant to NRS 293.547 should submit their finalized lists to the Secretary of State no more than 30 days after each election.

Oral Challenge Reasons

- 2(a): Challenged person does not belong to the political party designated upon the roster.
- 2(b): The roster does not show that the challenged person designated the political party to which he or she claims to belong.
- 2(c): Challenged person does not reside at the residence for which the address is listed in the roster.
- 2(d): Challenged person previously voted a ballot for the election.
- 2(e): Challenged person is not the person he or she claims to be.

Oral Challenge Steps

Step 1: Challenger may orally challenge a registered voter upon various grounds that the person is not entitled to vote as claimed or that the person has voted before at the same election NRS 293.303.

- The challenger must submit the Affirmation of Challenger (form EL612), filling out the required information, and sign under penalty of perjury.
- The challenger must be a registered voter from the same precinct. This must be verified by the poll worker and form EL612 must be initialed (in box labeled "Verified") by the confirming poll worker.
- The challenger must select the type of challenge.
- The challenger must provide a written statement of facts setting forth the basis of the challenge.
- Challenger must provide any documentation or evidence supporting the facts upon which each ground for the challenge is based.
- The basis of challenge and statement of facts must be made based on personal knowledge.

The following are examples of what is NOT personal knowledge:

- Information obtained from another person or organization. For example, if someone other than the voter gives information that suggests a voter is ineligible, that information would not be firsthand knowledge.
- Information obtained from someone purporting to be a family member, roommate, or other person living at the voter's address.
- Information obtained solely from a database or data matching program. Such information adds nothing to the information already regularly provided to and used by local officials to conduct required list maintenance, such the Electronic Registration Information Center (ERIC), election mail returned as undeliverable, other state and federal agency data.
- Information obtained from a newspaper or other media sources.

If a challenger fails to meet any of the above criteria, the challenge shall be rejected, and no further action shall be taken with respect to the challenge.

Step 2: Challenged person must be given the affirmation to sign under penalty of perjury.

- The challenged voter must complete the Affirmation of Challenged Voter (form EL610) and "swear or affirm" based on the type of challenge.
- If the challenged voter executes form EL610 and the challenge is NOT based on 2(e), he or she shall be issued a ballot.
- If the challenged voter refuses to execute form EL610, he or she must not be issued a ballot, except as otherwise noted, and the election board officer must indicate in the roster "Challenged" by the voter's name.

If voter challenged on basis of 2(a) or 2(b) – Party Affiliation:

- If the challenged vote executes form EL610, the voter shall be issued a ballot of the appropriate political party.
- If the challenged voter refuses to execute form EL610, the election board officers shall issue the voter a nonpartisan ballot.

If voter challenged on basis of 2(c) – Residency:

- If the challenged voter executes form EL610, the voter shall not be issued ballot UNTIL he or she furnishes "satisfactory identification which contains proof of the address at which the person actually resides."
  - If the challenged voter has moved within the county (from one precinct to another), then NRS 293.525 controls and the voter is NOT required to additionally furnish "satisfactory identification" to receive a full ballot. The challenged voter ONLY needs to orally or in writing affirm their current address within the county to receive a full ballot (form EL610; voter to check last box).
- If the challenged voter refuses to execute form EL610, the voter can ONLY vote in the manner provided in NRS 293.304 (i.e., Special Polling Place).
  - The Special Polling Place requires separate ballots that allow the challenged voter to only vote on races and ballot questions that everyone in the county may vote.

If voter challenged on basis of 2(d) – Already Voted at this Election:

- If the challenged voter executes form EL610, the voter shall be issued a ballot.
- If the challenged voter refuses to execute form EL610, the voter shall NOT be issued a ballot.

If voter challenged on basis of 2(e) (Identity):

- If the challenged voter executes form EL610, the voter shall not be issued a ballot UNTIL he or she furnishes:
  - Official identification that contains a photograph of the person; OR
  - Brings a person, who is at least 18 years of age, to swear or affirm to the identity of voter NRS 293.303(8)(b).
- If the challenged voter executes form EL610 but cannot prove identification, he or she may cast a provisional ballot as provided in NRS 293.3081 through NRS 293.3086, inclusive.
- If the challenged voter refuses to execute form EL610, the voter shall NOT be issued a ballot.

If voter currently lives in a different precinct within your county:

- If a voter has changed residence within the county since the last general election but has not updated their registration, the voter must vote in their prior, registered precinct after he or she executes form EL610 pursuant to NRS 293.525.
  - The voter must mark the last box on the form and write in his or her current address within the county.
- If the voter refuses to execute form EL610, then the voter can ONLY vote in the manner provided in NRS 293.304 (i.e., Special Polling Place).
  - The Special Polling Place requires separate ballots that allow the challenged voter to only vote on races and ballot questions that everyone in the county may vote.

Final note: All challenges must be recorded on the challenge list and include the name of the challenged person, the name of the registered voter who made the challenge, and the result of the challenge NRS 293.303(9).

Voter Registration Statuses

Nevada uses classification statuses to identify voter registration. Although most are used for administrative purposes, the following statuses are used to define whether a person is first registered to vote, and second, a registrant's eligibility to vote once registered.

Active Registration/Voter - any registered voter that is legally entitled to vote. This status includes new registrants who have provided all critical eligibility criteria but are missing additional non-critical information from their applications (previously "active pending"), as well as existing registered voters whose records are being updated/changed.

Inactive Registration/Voter - an inactive voter is a registered voter who is eligible to vote so long as they continue to meet all other legal requirements. A voter may be moved to inactive status when 1) the elections office receives a returned residency confirmation mailing without a forwarding address within the same county; or 2) information obtained through the United States Postal Service National Change of Address (NCOA) database or the Electronic Registration Information Center (ERIC) reports indicates that a voter has moved outside the county. An inactive voter can restore their active voter status if they contact their elections office or otherwise update their voter registration ***OR vote in any*** **election during the time spanning the next two federal general elections after they were made inactive.**

Conditionally Registered: A voter who 1) completes a voter registration application, 2) appears to vote in person during the period beginning the Thursday before Election Day, including Election Day, and 3) has provided acceptable proof of identity and residence, but verification of the elector's identity and residence remains to be completed by the local election office. Conditionally Registered voters are required to vote by provisional ballot, which is not tabulated and is kept separate from all other ballots until verification is completed. Upon final verification of the application for registration, the voter will be issued a registration card. Steps for Final Verification and Counting of Provisional Ballots issued to conditionally registered voters starts at NRS 293.5827 and continues into subsequent sections.

Preregistration: Is the status shown for a voter who was under age 18 at the time his voter registration was submitted, but who will be 18 years old or older by Election Day and who has met all other legal requirements to vote.

Canceled: Status for a voter who is ineligible to vote.

Voided: Registration never valid.

Pending - Status for a voter who has submitted a voter registration application that is missing critical eligibility criteria. A voter on pend status is illegible to vote until the missing critical eligibility criteria are submitted.

Critical Eligibility Criteria - Voter Information that, if missing, renders a person ineligible to vote. Such information includes: a person's name; a person's residence address; a person's age; whether the person is a United States citizen; whether the person is a convicted felon and if so, whether his civil rights have been restored; and whether the person is required to show identification upon voting because he did not provide the legally required identification at the time his voter registration application was submitted.

Voter Registration Statistics

The Office of the Secretary of State compiles statistics regarding the number and type of voter registrations. Statistics compiled include the total number of registrations by month dating back to 1950. To view Nevada's voter registration statistics, visit the Secretary of State's website.

Additional breakdowns and requests for non-standard reports can be made by contacting the Secretary of State's Elections Division at NV_VoterList@SoS.NV.GOV or by contacting (775) 684-5705.

Voter registration statistics are compiled on the first business day of each month from the Statewide Voter Registration Database. Prior to December 2006, voter registration statistics were compiled from information provided by Nevada's County Clerks/Registrar of Voters.

The transmission of registration information between the counties and the statewide database does not take place in real time. Due to this turnaround time, the numbers reflected in this report may not duplicate registration numbers reflected in the county database at the precise moment a report is generated. The voter registration statistics on this webpage provide a snapshot of the number of registered voters at a particular point in time.

Additionally, States must report various voter registration information to the U.S. Election Assistance Commission (EAC), in response to the EAC survey, every two years. This includes the number of voter- registration applications by mail and from motor vehicle offices, public- assistance offices, offices providing state-funded programs primarily serving persons with disabilities, Armed Forces recruitment offices, and other state-designated offices and agencies. Likewise, States must report voter registration list maintenance information in response to the EAC survey every two years.

Statewide Voter Registration List

Nevada provides access to the statewide list of registered votes online through NevVoter. NevVoter is a centralized statewide voter registration system maintained by the Office of the Secretary of State. The system provides information relating to registered voters throughout the State of Nevada. The county clerks and registrars from Nevada's seventeen counties provide information relating to the registration status of all eligible citizens throughout the state. The submitted information is then compiled and verified by this office in accordance with state and federal election laws.

The statewide voter registration database is publicly accessible through this office and available in either hard copy or in a variety of electronic formats. NevVoter is accessible to the public; however, the Office of the Secretary of State retains full authority in granting, denying, or revoking access at any time, in accordance with applicable local, state, and federal law or regulations.

Requesting access to the Statewide Voter Registration List is a two-step process.

Step 1: The applicant must create a web account within the Nevada Secretary of State Online Services portal (see Additional Resources below for step-by-step account creation instructions).

Step 2: The applicant must download and submit an Official Request for List of Registered Voters Form. This form must be completed, signed, and filed with the Secretary of State. Additionally, submissions can be made via email, fax, mail or by personal delivery during regular business hours.

Qualification of the applicant to access the statewide voter registration list will be verified upon the filing of a completed request form. Once access has been granted, the applicant will be notified via email. Depending upon the volume of pending requests, access may be granted the following business day, or up to seven (7) business days.

Per NRS 293.440(6)(b), any person, candidate, party, or organization who receives information requested on this form is prohibited from using such information for purposes not related to an election and from selling such information for any reason.

Any questions on the status of an order should be directed to nv_voterlist@sos.nv.gov. Once access has been granted, any technical inquiries should be directed to the Elections division at 775-684- 5705.

Additional Resources:

- Nevada Statewide Voter Registration List – Account Creation
- Nevada Statewide Voter Registration List – Account Creation (detailed)
- Nevada Statewide Voter Registration List – Create Report
- Nevada Statewide Voter Registration List – Create Report (detailed)
- Nevada Statewide Voter Registration List – Available Fields

Mail Ballot Distribution, Return, and Status

Nevada Administrative Code requires county clerks to electronically transfer certain information to the statewide voter registration list at least once each business day during certain periods.

When a county clerk electronically transfers such information to the statewide voter registration list, the information must be in the form and manner prescribed by the Secretary of State, including:

- Each registered voter that the clerk has sent a mail ballot;
- Each registered voter whose mail ballot has been received by the clerk;
- An indication of whether the clerk has completed the process for checking the signature on a mail ballot; and
- Whether the signature of a registered voter has been accepted and the mail ballot has been processed by the mail ballot central counting board.

Voter Registration List Maintenance

The National Voter Registration Act of 1993 (NVRA) requires States to implement procedures to maintain accurate and current voter registration lists. States comply with the Act by conducting a general voter registration list maintenance program that makes a reasonable effort to remove ineligible persons from the voter rolls by reason of the person's death, or a change in the residence of the registrant outside of the jurisdiction, in accordance with procedures set forth in the NVRA. The Help America Vote Act of 2002 (HAVA) expanded the requirements of the NVRA by requiring that list maintenance of the statewide database on a regular basis in accordance with the requirements of the NVRA.

The NVRA limits when and how voters can be removed from the rolls. Under the NVRA, states and counties are permitted to remove a voter in just five circumstances: if the voter affirms the change; if state law requires, for a criminal conviction or mental incapacity; for the death of the voter; if the voter confirms a change of residence in writing; and based on other evidence of a change of residence, but only after the state sends a notice and the voter both fails to respond and fails to vote in the next two federal general elections**.**

Additionally, the NVRA limits when States can conduct a general list maintenance program. Under Section 8(c)(2), States must complete any program that systematically removes the names of ineligible voters from the official list of eligible voters **no later than 90 days before a primary election or general election for federal office.** This 90-day deadline applies to State list maintenance verification activities such as general mailings and door-to-door canvasses.

This deadline also applies to list maintenance programs based on third-party challenges derived from any large, computerized data-matching process. However, the 90-day deadline does not preclude removal of a registrant's name at the request of that registrant, removal due to the death of the registrant, or removal due to a criminal conviction or mental incapacity of the registrant as provided by State law, nor does the deadline preclude the correction of a registrant's information. 52 U.S.C. § 20507(c)(2)(B).

For more information, please consult the Department's NVRA Questions and Answers at https://https://www.justice.gov/crt/national-voter-registration-act-1993-nvra.

List Maintenance Sources

Nevada law authorizes clerks to use any "reliable and reasonable means" available to correct the portions of the statewide voter registration list which are relevant to the county clerks to determine whether a registered voter's current residence is other than that indicated on the voter's application to register to vote pursuant to NAC 293.412, 293.414 and NRS 293.530 to 293.543.

The most reliable resource available for flagging outdated registrations is the Electronic Registration Information Center (ERIC). Nevada is proud to be one of the first seven states, pioneering ERIC's formation. ERIC is governed and managed by its current twenty-four member states. ERIC is an innovative approach to list maintenance, which uses information from motor vehicle departments, Social Security Administration records and other databases to compare voter records within Nevada and in other member states. ERIC plays a critical role in the ability of counties to conduct regular list maintenance as new information about a voter becomes available through ERIC.

Information submitted by a third party does not constitute a "removal at the request of the registrant.

Before acting on any such information, clerks must obtain approval from their board of canvassers and must undertake an individualized investigation of 1) the reliability of this information, and 2) whether it is uniform and nondiscriminatory, and in compliance with the Voting Rights Act of 1965. law. It is strongly suggested the county request that the external party provide an affidavit explaining the basis for asserting that a voter has changed residence. It is also suggested that the county confirm information through independent sources, such as United States Postal Service change-of-address information.

Importantly, regardless of what sources clerks use, registrants identified as potentially ineligible must receive a written notice with a postage guaranteed return postcard that has a space for the voter to confirm eligibility and, if need be, update their address. If a registrant returns the postcard with updated information, a county clerk shall use that information to correct their voter registration list. If the information relates to a change of address, clerks must follow the procedure laid out below for changes of address. Beginning 90 days before a federal election, clerks must not systematically remove registrations, regardless of the source of their information.

Please note that certain information for list maintenance programs, such as ERIC, is confidential and protected from disclosure to the public. Media and public inquiries about these programs should be directed to the Secretary of State Public Information Officer by email at SOSPIO@sos.nv.gov.

Bases for Updating Registration Lists

Deceased Voters

If the county clerk determines that a voter is deceased, the county clerk must cancel the registration of the voter in the county's computerized database of voters and in the statewide voter registration list.

The Secretary of States Office monitors the State Department of Health records, Social Security death index and ERIC files, comparing them with the voter registration computerized database and the statewide voter registration list, to determine if each county has updated the deceased voters registration within their county to cancelled, pursuant to NRS 293.530.

If the Secretary of State locates a deceased file for a voter:

- The Secretary of State will notify the county clerk.
- Upon receipt of the notification described in paragraph (a), the county clerk shall determine whether the registered voter is deceased and, if so, indicate that the registration of the voter is cancelled in the computerized database established pursuant to NAC 293.454 and in the statewide voter registration list.

Voter's Change in Residency

Another way counties maintain accurate voter rolls is to update voter registration records based on a change of address.

Counties receive information about a voter's change of address from a variety of sources. The National Change of Address (NCOA) "Safe Harbor" helps identify voters who have filed a change of address with the United States Postal Service (USPS) and matches those files with voter records. Other resources include the Nevada Department of Motor Vehicle records, returned mail, ERIC, voters who submit a change of address or request to cancel their registration due to a move.

Unless the voter confirms a move in writing or has moved within their jurisdiction, the National Voter Registration Act (NVRA) requires officials to send the voter a notice and, depending on their response, wait two federal election cycles before canceling their registration.

The following action will take place based on the voter's response:

Response/No Response	Action to be Taken
❖ **Voter indicates address has not changed.**	❖ **Do not remove/cancel.**
❖ **Voter has moved within the jurisdiction.**	❖ **Do not remove/cancel; update the voter's address.**
❖ **Voter confirmed they moved to another jurisdiction or state.**	❖ **Remove/cancel the voter.**
❖ **Notice is undeliverable.**	❖ **Inactivate the voter not less than 33 days after the notice is mailed.**
❖ **Voter does not respond.**	❖ **Inactivate the voter not less than 33 days after the notice is mailed.**

A county clerk may receive information about a voter's change of address through an external party. Before acting on that information, a county clerk must be assured that the information was obtained through "reliable and reasonable means" and must have the permission of their county commission to further investigate. The Secretary of State strongly suggests the county request that the external party provide an affidavit explaining the basis for asserting that a voter has changed residence. It is also suggested that the county confirm information through independent sources, such as United States Postal Service change-of-address information, which the Secretary of State can help coordinate.

Importantly, voters identified through this process must receive a written notice with a postage guaranteed return postcard that has a space for the voter to write in his or her new address. If a voter returns the postcard with updated information, a county clerk shall use that information to correct their voter registration list. But if a voter does not return the postcard within 33 days of its mailing, the county clerk shall designate the voter as inactive. Only if the inactive voter fails to vote for two general elections after the mailing of the notice and postcard shall a county cancel the voter's registration.

Removal Due to a Felony Conviction:

Nevada residents convicted of a felony and sentenced to a term of imprisonment lose their voting rights while incarcerated in prison. Their voting rights are immediately restored upon release from prison.

Re-Registration After Cancellation:

If an individual's voter registration was canceled due to a felony conviction, the individual may re- register to vote upon the individual's release from prison. The individual is not required to provide any documentation or other evidence at the time of re-registration to prove that the individual's voting rights have been restored.

Felony Convictions in Other States or in Federal Court:

The restoration of voting rights for Nevada residents applies automatically upon the individual's release from prison. It does not matter if the individual was convicted of a felony in another state or in a federal court. The automatic restoration of voting rights applies in all cases upon the individual's release from prison.

Eligibility Status for Individuals with Prior Felony Convictions:

Any Nevada resident who is not currently serving a term of imprisonment for a felony conviction is eligible to register to vote using any of the current voter registration methods.

CHAPTER 7
ELIGIBLE INCARCERATED VOTERS

TABLE OF CONTENTS

Residency 275
In-person Voting for New Registrants 275
Mail-Ballot Voting for Existing Registrants 275
Effective Absentee System for Elections (EASE) 276
Identification Requirements 276
Reporting Requirements 277
  Jail Administrator Reporting Requirements 277
  Election Official Reporting Requirements 277
Restoration of Voting Rights 278
    Voter Registration after Cancelation: 278
    Felony Convictions in Other States or In Federal Court: 278
    Eligibility Status for Individuals with Prior Felony Convictions: 278

ELIGIBLE INCARCERATED VOTERS

In 2023, Nevada Legislature passed Assembly Bill 286, requiring each person who administers a county or city jail to establish a policy ensuring detained qualified electors and eligible registered voters within each facility to register to vote and/or vote in a primary or general election.

It does not allow incarcerated convicted felons to vote nor did it change the requirements of an election official to cancel the voter registration of an individual pursuant to NRS 293.540(2)(c).

With the support and collaboration of County election officials, jail administrators should establish policies that include the following information.

Residency

The residence of an inmate in any public institution is not lost upon their absence pursuant to NRS 293.487(3).

Example: An eligible incarcerated voter, who's residence is in Churchill County but was arrested and detained in a Humboldt County detention center, would still be allowed to vote in Churchill County.

In-person Voting for New Registrants

Each jail must establish a process that allows for same-day registration pursuant to NRS 293.5847.

Additionally, section 5(3)(f) of AB286 further allows for a family member of a person detained within the jail to provide the necessary information to register to vote on the day of the election.

Mail-Ballot Voting for Existing Registrants

Eligible incarcerated voters who are already registered to vote in Nevada may cast a mail ballot in any election in which they are eligible to vote using the following methods:

- An eligible but incarcerated elector could update their voter registration with the mailing address of the county or city jail not later than 14 days prior to the election either online or by mail.
- An eligible elector who is incarcerated 13 days or less before any election may request the delivery of a mail ballot from their county election official.
    - If requested and logistically practicable, the ballot should be delivered to the voter by the county election official in the most expedient manner possible (e.g., priority mail, same-day mail, etc.).

Effective Absentee System for Elections (EASE)

Registered incarcerated voters who are eligible to use the Effective Absentee System for Elections (EASE) may do so, **only** if EASE is offered as an option in the county or city jail that they are detained in.

Note: Jail facilities may have established policies regarding inmate access to computers. If so, this may exclude the option for using NVEASE.gov for eligible "covered voters" within that facility.

Registered voters who are otherwise considered a "covered voter" and are eligible to use EASE:

- Has a disability as described in NAC 293.206;
- Is a tribal member and resides on an Indian reservation or Indian colony; or
- Is a covered voter, as that term is defined in NRS 293D.030 or NRS 293D.090.

The system will be available for elections with a federal contest on the ballot 45 days before Election Day at NVEASE.gov.

EASE retrieves the electronic image of the voter's signature already on file with their county clerk or registrar or from the Nevada Department of Motor Vehicles so it can be used by the voter to register to vote, request an absent ballot or return an absent ballot, negating the requirement of printing and signing the ballot before returning it. After an authorized voter marks his or her own ballot within EASE, the system applies the voter's electronic signature to the ballot and generates a cover sheet with the necessary declarations, affirmations, and information to allow the county to process and count the military, overseas or individuals with disabilities ballot.

When finished, an EASE voter has the option of saving the ballot material as a PDF file and emailing the document as an attachment to the respective county clerk or registrar's office or printing it and returning it by mail or fax. The voter must return their completed documents and ballot to their Nevada election office independent of EASE. EASE does not return any documents or information for a user.

EASE Demonstration
EASE - County Contact Information

Identification Requirements

An inmate booking sheet is an acceptable form of documentation, pursuant to NRS 293.5487(3), allowing an incarcerated voter to proof of an established residence.

Booking sheets cannot be used to establish proof of identity or for same-day registration. For same-day registration, qualified electors will need to provide either a NV driver's license or ID card according to NRS 293.5847(2)(c). Other forms of identification for establishing identity in order to vote, NAC 293.395.

Reporting Requirements

Jail Administrator Reporting Requirements

Not later than 30 days after each election, each administrator of a county or city jail must submit a report to the Secretary of State's office. To ensure the report is filed, election officials are asked to submit any reports received directly to the Secretary of State's office.

A copy of each jail administrator's policy should be attached to the report.

The report should include substantive answers to each of the following questions:

- Did the policy as written allow individuals to vote, and register to vote?
- Did the policy as it was carried out allow individuals to vote, and register to vote?
- Did the policy as written allow for qualified electors who were registered voters of another county than the county in which they were jailed to vote, and register to vote?
- Did the policy as it was carried out allow for qualified electors who were registered voters of another county than the county in which they were jailed to vote, and register to vote?
- Did the policy as it was written allow for same-day voter registration, including on election day?
- Did the policy as it was carried out allow for same-day voter registration, including on election day?
- Did the policy as it was written account for individuals with disabilities requesting to use a voting machine instead of a mail ballot to cast their vote?
- Did the policy as it was carried out account for individuals with disabilities requesting to use a voting machine instead of a mail ballot to cast their vote?

A summary of each complaint received should be included with the report, from any person detained within a jail regarding casting their ballot, registering to vote, or updating their registration.

Election Official Reporting Requirements

In addition to the jail administrators report, election officials should provide a report including the below information:

- The number of incarcerated voters who cast a ballot; **and**
- The breakdown of the costs associated with the implementation.

Restoration of Voting Rights

Nevada residents convicted of a felony and sentenced to a term of imprisonment lose their voting rights while incarcerated in prison. Their voting rights are immediately restored upon release from prison.

Individuals who have had their voting rights restored must meet all the other eligibility requirements to register to vote.

To be eligible to register to vote in Nevada, an individual must:

- Be a U.S. citizen;
- Be at least 18 years old by the date of the next election (or at least 17 years old if preregistering to vote);
- Have continuously resided in Nevada and the county for at least 30 days before the next election; and
- Have continuously resided in the precinct for at least 10 days before the next election.
- Any individual who has been convicted of a felony and is currently serving a term of imprisonment cannot register to vote or otherwise participate in the voting process while the individual is in prison.

Voter Registration after Cancelation:

If an individual's voter registration was canceled due to a felony conviction, the individual may re-register to vote upon the individual's release from prison. The individual is not required to provide any documentation or other evidence at the time of re-registration to prove that the individual's voting rights have been restored.

Felony Convictions in Other States or In Federal Court:

The restoration of voting rights for Nevada residents applies automatically upon the individual's release from prison. It does not matter if the individual was convicted of a felony in another state or in a federal court. The automatic restoration of voting rights applies in all cases upon the individual's release from prison.

Eligibility Status for Individuals with Prior Felony Convictions:

Any Nevada resident who is not currently serving a term of imprisonment for a felony conviction is eligible to register to vote using any of the current voter registration methods.

CHAPTER 8
VOTING IN NEVADA

TABLE OF CONTENTS

Voting 281
Election Ballots 281
Ballot Layout 281
Four Key Elements for Ballot Setup 281
Omission & Appearance of Names on Primary & General Election Ballots 283
Sample Ballots 285
Sample Ballot for the Presidential Preference Primary 285
Sample Ballots for Primary and General Elections 286
Sample Ballot Requirements 286
Mail Ballots 288
Changes to Voter Registration 289
Mail Ballot Opt-Out 289
County Vote-By-Mail Procedures 290
Mail Ballot Return Envelope Requirements 291
Count of Return Envelopes 292
Signature Review & Curing 293
Electronic Signature Verification Device Security and Standards 295
Mail Ballot Central Counting Board Procedures 296
Returning a Voted Ballot 297
Voting In-Person 297
Setting Up a Polling Place 298
Polling Place & Staffing 298
Standard Polling Place Procedures for Poll Workers 299
Mail Ballot Procedures for In-Person Voting at a Polling Place 300
Provisional Ballots 301
Effective Absentee System for Elections (EASE) 302
Eligible Voters 303
Inadvertent Electronic Ballot Submission 304
Accessibility of Polling Places & Election Material 304
Assisting a Person with a Wheelchair 306
Meeting Someone with a Disability that Affects Speech 306
Meeting Someone Who Has a Visual Impairment 306
Communicating Methods 307
Interpretive Services Mobile Device Access 307
Assisting Voters 307

Electioneering & Campaigning Near a Vote Center 308
Congressional Election Observers 308
Observers 309
Observers in a Polling Place 309
Observing Counting of Ballots 310
Media 311
Cell Phone Usage 312

VOTING IN NEVADA

Voting

Nevada is a mail ballot state sending every active registered voter a mail-in ballot, unless the voter opts out. Local election officials will continue the tradition of providing Early Voting and Election Day voting with the use of DREs. The following section explains more about each type of voting as well as the procedures for each voting method.

Election Ballots

Ballot is defined in Nevada law as the record of a voter's preference of candidate and questions voted upon at an election. The term includes, without limitation, any paper given to a voter upon which the voter places his or her vote and any electronic storage tapes.

Ballot Layout

- Not later than 180 days before each election, the Secretary of State will prepare and send a report to each county clerk, setting forth the official title for each race that will be on the ballot, which will be used in each mechanical voting system for the election. The county clerk shall ensure that the mechanical voting system used in the county uses the official title set for each race that is on the ballot.

Four Key Elements for Ballot Setup

- The following statewide offices require an additional line for "**None of these candidates**" NRS 293.269:

  - President or Vice President
  - United States Senate;
  - Governor;
  - Lieutenant Governor;
  - Secretary of State;
  - Treasurer;
  - Controller;
  - Attorney General;
  - Justice of the Supreme Court; and
  - Court of Appeals

Contests and ballot questions on a primary or general election ballot must be in the following sequence NRS 293.268:

- President and Vice President of the United States.
- United States Senator and Representative in Congress, in that sequence.
- Governor
  - Lieutenant Governor
  - Secretary of State
  - Treasurer
  - Controller
  - Attorney General
- State Senators and members of the Assembly.
- County and township partisan offices.
- Statewide nonpartisan offices.
- District nonpartisan offices.
- County nonpartisan offices.
- City offices:
  - Mayor;
  - Council members according to ward in numerical order, if no wards, in alphabetical order; and
  - Municipal judges.
    - Township nonpartisan offices.
- Questions presented to the voters of the State with advisory questions listed in consecutive order after any other questions presented to the voters of the State.
- Questions presented only to the voters of a special district or political subdivision of the State with advisory questions listed in consecutive order after any other questions presented only to the voters of a special district or political subdivision of the State.

❖ Names of candidates should be alphabetized according to their filed contest groups.

Political Party Abbreviations NRS 293.267 and NAC 293.073:
Nevada law requires that, immediately following the name of each candidate for a partisan office must appear the name or abbreviation of his or her political party:

Democratic Party	DEM
Green Party of the United States	GRN
Independent American Party	IAP
Libertarian Party of Nevada	LPN
No Labels Nevada	NLN
Republican Party	REP

Candidates not affiliated with one of the above listed political parties who are running for partisan office must have the following:

No Political Party	NPP

Candidates for nonpartisan offices as defined in NRS 293.0675 and listed in NRS 293.195 must have the following:

Nonpartisan	NP

Required notices:
NRS 293.203 requires county clerks to publish a notice of general election in a newspaper of general circulation in the county once a week for 2 successive weeks, or if no such newspaper is published in the county, then the publication may be made in a newspaper of general circulation published in the nearest Nevada county. The notice must include:

- The date of the election.
- The location of the polling places.
- The hours during which the polling places will be open for voting.

Omission & Appearance of Names on Primary & General Election Ballots

Nevada law clarifies when the name of a candidate should appear on a primary election ballot or on a general election ballot, pursuant to NRS 293.260.

Partisan Office:

- If not more than the number of candidates to be elected (usually this means one candidate) file for any partisan office, the candidate's name is not listed on the primary election ballot and instead goes directly to the general election.
- If a major political party (currently the Democratic or Republican party) has two or more candidates for a partisan office, there must be a primary election for that office regardless of whether there are any minor political party or independent candidates for the office.
    - The requirement identified in the bullet point above was the source of many concerns in 2016, particularly in those counties where there is one prevalent political party. Prior to 2015, a primary election was not held in certain situations in which only one major political party had candidates for a partisan office. The contest was instead decided at the general election, which is open to all voters regardless of political party affiliation. That is no longer the case.
    - If a major political party has two or more candidates for any partisan office, there will always be a primary election. This question continues to emerge, and the way it usually occurs is there are two or more candidates for a partisan office and no other candidates. The candidate who receives the highest number of votes at the primary election is declared the nominee of the party, and his or her name appears on the general election ballot as the only candidate for the office.

Nonpartisan Office:

- All Nonpartisan Offices:
  - If there are not more than twice the number of candidates to be elected for any nonpartisan office (usually this means two candidates), there is no primary election, and the names of the candidates go directly to the general election ballot.
  - If there are more than twice the number of candidates to be elected for any nonpartisan office (usually this means three or more candidates), there must be a primary election. If none of the candidates at the primary receive 50 percent plus 1 of the votes cast, the candidates who receive the highest number of votes at the primary election, not to exceed twice the number to be elected (usually this means two candidates), go on to the general election.
- Supreme Court, Court of Appeals, and District Court Offices:
  - If not more than the number of candidates to be elected (usually this means one candidate) file for any of the following judicial offices: Supreme Court, Court of Appeals, and District Court, the candidate's name is not listed on the primary election ballot and instead goes directly to the general election.
    If the race is for any of the Supreme Court, Court of Appeals, and District Court Offices and one candidate receives 50 percent plus 1 of the votes cast, that candidate is declared the nominee and only that candidate's name appears on the general election ballot.
- Nonpartisan Offices, Excluding Supreme Court, Court of Appeals, and District Court Offices:
  - If the race is for any nonpartisan office other than for the Supreme Court, Court of Appeals, and District Court Offices and one candidate receives 50 percent plus 1 of the votes, that candidate is declared elected and there is no general election for the office.
- Nonpartisan Offices, Excluding Town Advisory Board and Supreme Court, Court of Appeals, and District Court Offices (and Certain Others):
  - If not more than the number of candidates to be elected (usually this means one candidate) file for any nonpartisan office other than Supreme Court, Court of Appeals, and District Court and town advisory board, the candidate's name must appear on the primary election ballot. If the candidate receives at least one vote at the primary election, the candidate is declared elected and his or her name will not appear on the general election ballot. If the candidate does not receive at least one vote at the primary election, the candidate's name will then appear on the general election ballot.
    - Note: There may be further offices excluded from this rule based on statutes outside of NRS 293. For instance, General Improvement District trustees, NRS 318.09523, and Fire Protection District, NRS 474.140.

Prohibition on Filing Nomination Papers for or Holding More than One Elective Office at the Same Time:

- NRS 281.055 prohibits a person from filing nomination papers for or holding more than one elective office at the same time, except that a person may file nomination papers or hold an elective office of a special district and file nomination papers for or hold an elective office of the State, or a political subdivision or municipal corporation thereof.
    - This does not prohibit a person from serving in more than one special district in a capacity other than elective office.

Local elections officials are encouraged to discuss conflicts of law with their attorneys regarding conflicts between NRS 293 and NRS 293C as they relate to a primary election and local election.

Sample Ballots

Prior to each election clerks will distribute by mail or electronic means, a sample ballot that includes a list of offices, candidates and ballot questions that will appear on an election ballot, pursuant to NRS 293.565, NRS 293C.530 and NRS 298.690.

Sample Ballot for the Presidential Preference Primary

Election officials must distribute sample ballots for the presidential preference primary election pursuant to NRS 298.690.

The clerk shall:

- If only one major political party has two or more qualified candidates for the presidential preference primary election, the county clerk is only required to distribute a sample ballot for the presidential preference primary election to registered voters who indicated an affiliation with that major political party 20 days or more before the date of the presidential preference primary election;
- Provide an electronic copy of the sample ballot for the presidential preference primary election prepared pursuant to NRS 293.565 to each candidate who has filed with the Secretary of State a declaration of candidacy and has provided his or her electronic mail address;
- Provide an electronic copy of each sample ballot for a presidential preference primary election prepared pursuant to NRS 293.565 to the Secretary of State; and
- Post a copy of the sample ballot or a list of candidates in a conspicuous place in the county clerk's office.

Sample Ballots for Primary and General Elections

Election officials must:

- Mail a copy of the sample ballot for the primary or general election prepared pursuant to NRS 293.565 to each candidate who has filed with the county clerk a declaration of candidacy. The copy must be mailed to the mailing address which is stated in the declaration of candidacy;
- Mail a copy of the sample ballot for the primary or general election prepared pursuant to NRS 293.565 to each candidate who has been certified to the county clerk by the Secretary of State;
- If a candidate's name appears on more than one type of sample ballot, mail a copy of at least one of the sample ballots to the candidate, but the county clerk shall make a copy of each sample ballot available to the candidate upon request;
- Provide an electronic copy of each sample ballot for a primary or general election prepared pursuant to NRS 293.565 to the Secretary of State; and
- Post a copy of the sample ballot or a list of candidates in a conspicuous place in the county clerk's office.

Sample Ballot Requirements

In addition to the requirement above, sample ballots must include the following pursuant to NRS 293.565:

- If the Legislature rejects a statewide measure proposed by an initiative and proposes a different measure on the same subject which the Governor approves, the measure proposed by the Legislature and approved by the Governor must be listed on the ballot before the statewide measure proposed by initiative. Each ballot and sample ballot upon which the measures appear must contain a statement that reads as follows, pursuant to NRS 293.267:
  - The following questions are alternative approaches to the same issue, and only one approach may be enacted into law. Please vote for only one.
- The fiscal note or description of anticipated financial effect, as provided pursuant to NRS 218D.810, NRS 293.250, NRS 293.481, NRS 295.015, NRS 295.095 or NRS 295.230 for each proposed constitutional amendment, statewide measure, measure to be voted upon only by a special district or political subdivision and advisory question;
- An explanation, as provided pursuant to NRS 218D.810, NRS 293.250, NRS 293.481, NRS 295.121 or NRS 295.230, of each proposed constitutional amendment, statewide measure, measure to be voted upon only by a special district or political subdivision and advisory question;
- Arguments for and against each proposed constitutional amendment, statewide measure, measure to be voted upon only by a special district or political subdivision and advisory question, and rebuttals to each argument, as provided pursuant to NRS 218D.810, NRS 293.250, NRS 293.252 or NRS 295.121; and
- The full text of each proposed constitutional amendment.

If, pursuant to the provisions of NRS 293.2565, the word “Incumbent” must appear on the ballot next to the name of the candidate who is the incumbent, the word “Incumbent” must appear on the sample ballot next to the name of the candidate who is the incumbent.

Sample ballots that are mailed to registered voters may be printed without the full text of each proposed constitutional amendment if:

- The cost of printing the sample ballots would be significantly reduced if the full text of each proposed constitutional amendment were not included;
- The county clerk ensures that a sample ballot that includes the full text of each proposed constitutional amendment is provided at no charge to each registered voter who requests such a sample ballot; and
- The sample ballots provided to each polling place include the full text of each proposed constitutional amendment.

A county clerk may establish a system for distributing sample ballots by electronic means to each registered voter who elects to receive a sample ballot by electronic means. Such a system may include, without limitation, electronic mail or electronic access through an Internet website. If a county clerk establishes such a system and a registered voter elects to receive a sample ballot by electronic means, the county clerk shall distribute the sample ballot to the registered voter by electronic means pursuant to the procedures and requirements set forth by regulations adopted by the Secretary of State.

If a registered voter does not elect to receive a sample ballot by electronic means, the county clerk shall distribute the sample ballot to the registered voter by mail.

Before the period for early voting for any election begins, the county clerk shall distribute to each registered voter in the county by mail or electronic means, as applicable, the sample ballot for his or her precinct, with a notice informing the voter of the location of his or her polling place or places.

If the location of the polling place or places has changed since the last election:

- The county clerk shall mail a notice of the change to each registered voter in the county not sooner than 10 days before distributing the sample ballots; or
- The sample ballot must also include a notice in bold type immediately above the location which states: “NOTICE: THE LOCATION OF YOUR POLLING PLACE OR PLACES HAS CHANGED SINCE THE LAST ELECTION”

If a person registers to vote less than 20 days before the date of an election, the county clerk is not required to distribute to the person the sample ballot for that election by mail or electronic means.

A sample ballot required to be distributed pursuant to this section must:

- Be prepared in at least 12-point type; and
- Include on the front page, in a separate box created by bold lines, a notice prepared in at least 20-point bold type that states: “NOTICE: TO RECEIVE A SAMPLE BALLOT IN LARGE TYPE, CALL (Insert appropriate telephone number)”

A portion of a sample ballot that contains a facsimile of the display area of a voting device may include material in less than 12-point type to the extent necessary to make the facsimile fit on the pages of the sample ballot.

The sample ballot distributed to a person who requests a sample ballot in large type by exercising the option provided pursuant to NRS 293.508, or in any other manner, must be prepared in at least 14-point type, or larger when practicable.

If a person requests a sample ballot in large type, the county clerk shall ensure that all future sample ballots distributed to that person from the county are in large type.

The county clerk shall include in each sample ballot a statement indicating that the county clerk will, upon request of a voter who is elderly or disabled, make reasonable accommodations to allow the voter to vote at his or her polling place or places and provide reasonable assistance to the voter in casting his or her vote, including, without limitation, providing appropriate materials to assist the voter.

In addition, if the county clerk accessibility of a polling place, pursuant NRS 293.2955 for the placement at centralized voting locations of specially equipped voting devices for use by voters who are elderly or disabled, the county clerk shall include in the sample ballot a statement indicating:

- The addresses of such centralized voting locations;
- The types of specially equipped voting devices available at such centralized voting locations; and
- That a voter who is elderly or disabled may cast his or her ballot at such a centralized voting location rather than at his or her regularly designated polling place or places.

The cost of distributing sample ballots for any election other than a primary election, presidential preference primary election or general election must be borne by the political subdivision holding the election.

Mail Ballots

Law mandates sending a mail ballot for all elections. The law applies to all voters who are registered to vote with an Active status as well as each person who registers to vote or updates their voter registration information not later than 14 days before an election.

Individuals can “opt-out” of automatically receiving a ballot by mail by submitting the Mail Ballot Preference Form at least 60 days before the next election. For more information about declining to automatically receive a mail ballot.

In order to vote a mail ballot, a voter must, in accordance with the instructions provided on or with the ballot, mark and fold the mail ballot, place the mail ballot in the return envelope and seal the envelope, sign the return envelope, and mail or deliver the completed ballot in the return envelope in a manner authorized by law. If you have received a mail ballot and would like to vote in person, you may vote in person by surrendering your mail ballot or signing an affirmation that you have not already voted.

Tips for Mail Ballot Voting:

- Keep your ballot and the return envelope together;
- Mark the ballot clearly per the instructions;
- Do not sign the actual ballot;
- Do not combine ballots in the same envelope when re-turned, the ballots will not be counted;
- Sign the outside of the return envelope;
- Drop off or mail the voted ballot as soon as possible; and
- If requested, provide identification as required This might include providing information to verity identity, residence, or both. Your local election official will provide notice if you need to provide additional documentation.

Changes to Voter Registration

If a registered voter submits a new application to register to vote to change his or her legal name after the date on which his or her mail ballot is sent pursuant to NRS 293.269911 or NRS 293C.263 and returns his or her mail ballot with his or her previous legal name, the mail ballot shall be deemed to have been legally cast under the previous legal name of the registered voter.

If a registered voter updates his or her political party affiliation in the voter registration information after the date on which his or her mail ballot is sent pursuant to NRS 293.269911for a primary election and returns his or her mail ballot for his or her previous political party affiliation, the mail ballot shall be deemed to have been legally cast under the previous political party affiliation of the registered voter.

Nothing in this section authorizes:

- A registered voter to cast more than one ballot; or
- A county or city clerk to count more than one ballot received by a registered voter.

Mail Ballot Opt-Out

Registered Voters who prefer voting in person chose to not receive a mail-ballot, can “opt-out” by submitting the Mail Ballot Preference Form, also known as a “opt-out” form. The form must be submitted at least 60 days before an election in which the voter will be voting in.

Voters can also use this form to change their mail-ballot preference, after choosing to “opt-out,” requesting the delivery of mail-ballots once again.

Law requires, with certain exceptions, a county or city clerk to prepare and distribute a mail ballot for every election to:

- Each active registered voter in the county or city, as applicable; and
- Each person in the county or city, as applicable, registers to vote or updates his or her voter registration information not later than 14 days before the election.

Law also authorizes a voter to elect not to receive a mail ballot by submitting to the county or city clerk a written notice which must be received not later than 60 days before the election.

A registered voter may elect to not receive a mail ballot by submitting written notice to:

- The Secretary of State, who will notify the applicable county and city clerks;
- The county clerk, who will notify the applicable city clerk; or
- The city clerk, who will notify the applicable county clerk.

If a voter has previously elected not to receive a mail ballot, the voter may submit written notice to receive a mail ballot in future elections.

Additionally, if a registered voter updates his or mailing address after the date on which a mail ballot has been sent to the voter but not later than 14 days before the election, the county or city clerk must cancel the first mail ballot and, on or before the 13th day before the election, send the voter a second mail ballot to the updated mailing address. The opt-out form is available in three languages: English, Spanish, and Tagalog.

County Vote-By-Mail Procedures

Nevada Revised Statute NRS 293.269925 required county clerks and registrars to establish procedures for the processing and counting of mail ballots. The procedures established pursuant to the requirement are to be submitted for review to the Office of the Secretary of State. Such procedures define how a local election office will verity a voter has not already voted, the counting of ballots, such as processing and tabulation by a computer or electronic means, as well as signature review procedures, including how to cure a missing or questionable signature.

Local election officials are required to send a ballot, return envelope, secrecy envelope/sleeve, and instructions, to each active registered voter by first-class mail, or any class of mail if the Official Mail logo or an equivalent logo or mark created by the United States Postal Service. The mail ballot may not be forwarded to an address that is different from the address to which the mail ballot is mailed. The return envelope must include postage prepaid if the active registered voter is within the boundaries of the United States.

Before sending a mail ballot, the local election official shall record the date the mail ballot is issued, name and other information applicable to the voter, the mail ballot number, and any additional administrative notes deemed necessary.

When a mail ballot is returned the clerk or an employee in the office of the county clerk shall count the return envelopes and check the signature on the return envelope and described in the following sections.

Mail Ballot Return Envelope Requirements

Each mail ballot return envelope must include the following NRS 293.269913:

- Space for the US Post Office's Intelligent Mail Barcode (IMB)
  - The IMB on each mail ballot envelope must:
    - Comply with the technical requirements of USPS-B-3200 and the USPS Intelligent Mail Barcode Technical resource guide; and
    - Be placed according to the USPS placement specifications for IMB's;
    - IMB tracking information is required to be provided from the mail ballot vendor to the SOS mail ballot tracking vendor for the purpose of ballot tracking for each election.
- Each county must have a unique and colored bar on their ballot envelope. The color for each county must be different from the colors used in adjacent counties and will be provided via separate correspondence.
- The "Official Election Mail" logo authorized by the U.S. Postal Service must be prominently displayed on the face of the mail piece as prescribed by the USPS Graphic Guidelines and Logos.
- An "I Voted" sticker must be included on the secrecy sleeve provided inside the envelope.
- The secrecy sleeve must also act as the instruction sheet.
- The county name must be displayed in the top left corner of the front (address) side of the Business Reply Mail envelope in at least a 12-point font.
- Text on the envelope, secrecy sleeve and supporting instructions or other documents included with the mail ballot should not be all CAPS, in *italics*, or **bold** as those may be challenging to read and are not as accessible.
- Text on the envelope, secrecy sleeve and supporting instructions or other documents included with the mail ballot must be Times New Roman or Verdana only to ensure accessibility and must not be smaller than an 8-point font.
- A county's contact information must be placed upon the mail ballot envelope and on the instruction sheet.
- Election officials should ensure that references to "absentee ballots" or recently repealed statutes are removed from mail ballot envelopes and/or instruction sheets, with the exception of the UOCAVA envelopes that requires specific federal artwork for UOCAVA ballots. Please ensure that UOCAVA envelopes conform to the appropriate federal artwork and verbiage for use with UOCAVA ballots.
- The requirements listed below may be formatted to fit the mail ballot envelope, but the specific text must not be altered, with the exception of COUNTY NAME which should be replaced with the applicable county name.

There must be information relating to the provisions of NRS 293.269919 that states and includes the following:

- May be placed on the envelope or instruction sheet;
- At the direction of a voter who has a physical disability, is at least 65 years of age or is unable to read or write, a person may mark a ballot and sign the envelope on behalf of the voter or assist the voter to mark a ballot and sign the envelope pursuant. If a person marks a ballot and signs the envelope on behalf of a voter, the person must indicate next to his or her signature that the mail ballot and envelope have been marked and signed on behalf of the voter. If a person assists a voter to mark a ballot and sign the envelope, the person or the voter must include on the return envelope his or her name, address and signature;
- I declare under the penalty of perjury that: I am a resident of COUNTY NAME; I am the person whose name appears on this envelope; I have not voted another ballot from any other jurisdiction for this election.

_____

Voter, sign here in ink. Power of attorney is not acceptable

□ This ballot has been marked and the envelope has been signed on behalf of the voter.

_____

Printed Name of Person Providing Assistance

_____

Signature of Person Providing Assistance

_____

Address of Person Providing Assistance

- The following statement must be provided to direct Spanish speaking voters to the Secretary of State's website, and must be included on both the envelope and the instruction sheet:
  - Para obtener información en español, visite NVSOS.gov
- A statement must be included notifying the voter what will happen if they do not sign the mail ballot envelope, pursuant to NRS 293.269927, allowing a voter to cure their signature:
  - "Failure to sign this envelope will result in your county election official contacting you for additional information";
- The following statement regarding mail ballot timelines must be included:
  "To be accepted, this mail ballot must be postmarked on or before the day of the election and received by the clerk not later than 5:00 p.m. on the fourth day following the election or delivered by hand to the county clerk or any ballot drop box established by the county before the time set for closing of the polls."

Count of Return Envelopes

Beginning on the first day of the period for early voting by personal appearance, the county clerk shall count all return envelopes received by mail, in person at the clerk's office or deposited in a ballot drop box, batch the return envelopes, and record the total number of return envelopes received.

If a return envelope is received for a different county, the envelope shall be date and time stamped at the time it was received and forwarded to the correct county as soon as practical. The mail ballot shall be deemed to have been received by the correct county clerk at the day and time stamped on the return envelope by the first county.

Signature Review & Curing

When a mail ballot with the signed returned envelope is returned the clerk or an employee in the office of the county clerk shall check the signature either electronically or manually, pursuant to NRS 293.269927.

To check the signature by electronic means the electronic device must capture a digital image of the signature and compare the digital image with images of the signature on the voter registration application. If the digital image does not match, a manual review must take place.

The Secretary of State's Office has provided the following Forensic Signature Verification Training video for staff to review prior to verifying signatures.

https://www.youtube.com/watch?v=g4CH_vgKQwM

To check the signature used for a mail ballot manually, the county clerk shall use the following procedure NRS 293.269927(3)(4):

- The signature used for the mail ballot must be compared against all signatures of the voter available in the records of the clerk; and

If reasonable question of fact **does not exist**:

- If a reasonable question of fact **does not exist** as to whether the signature used for the mail ballot matches the signature of the voter if:
  - The signature used for the mail ballot is a variation of the signature of the voter caused by the substitution of initials for the first or middle name, the substitution of a different type of punctuation in the first, middle or last name, the use of a common nickname or the use of one last name for a person who has two last names and it does not otherwise differ in multiple, significant and obvious respects from the signatures of the voter available in the records of the clerk; or
  - There are only slight dissimilarities between the signature used for the mail ballot and the signatures of the voter available in the records of the clerk.

The voter is entitled to cast the mail ballot. The ballot will be sent to tabulation according to procedures established by the local election official for delivery to the Mail Ballot Central Counting Board to process and prepare for counting.

If reasonable question of fact **does exist**:

- If at least **two employees** in the office of the clerk believe a "reasonable question of fact **does exist**" as to whether the signature used for the mail ballot matches the signature of the voter, if the signature used for the mail ballot differs in multiple, significant and obvious respects from the signatures of the voter available in the records of the clerk.

The local election official shall contact the voter and ask the voter to confirm whether the signature used for the mail ballot belongs to the voter. The clerk shall allow the voter to provide a signature or a confirmation that the signature used for the mail ballot belongs to the voter as applicable, and after a signature of confirmation is provided by the voter, ensure the mail ballot is delivered to the Mail Ballot Central Counting Board.

Additionally, if the signature does not match, the voter must be identified by either answering questions provided by the local election official covering the personal data the voter reported on their application to register to vote, providing the local election official oral or written personal information to verify the voter, or by providing the local election official with proof of identification as described in NRS 293.277.

For a mail ballot to be counted, the voter must provide a signature or a confirmation, as applicable, **not later than 5 p.m. on the sixth (6) day** following the election NRS 293.269927(6). The local election official shall prescribe procedures for a voter who failed to affix their signature or if there is a reasonable question of fact as to whether the signature used for the mail ballot matches the signature of the voter NRS 293.269927(7).

Additionally, regulation provides that if the deadline for a county clerk to receive a mail ballot that has been mailed to the county clerk or a registered voter is to provide to the county clerk a signature on a mail ballot or to provide confirmation a signature belongs to a voter, is a legal holiday, the deadline is extended until 5 p.m. the next working day.

The county clerk shall perform periodic audits of each employee in the office of the county clerk whose responsibilities include checking signatures on mail ballots. If the county clerk finds that an employee has an irregular acceptance or rejection rate, the county clerk must retrain the employee or prohibit the employee from checking signatures on mail ballots NAC 293.336.

The procedures established for contacting a voter require the local election official to make contact as soon as possible after receipt of the mail ballot by mail, telephone (if available in records of the County Clerk), and electronically, which may include but is not limited to email.

NAC 293.334 expands on the above by requiring the county clerk to place any rejected ballot in a separate envelops and note on the outside of the envelope the appropriate number of the precinct and the reason for the rejection of the mail ballot. Each county clerk shall keep records of the chain of custody for all mail ballots, including, without limitation, the mailing of mail ballots, reissued mail ballots, rejected mail ballots, verified mail ballots, duplicated mail ballots, and tabulated mail ballots.

Electronic Signature Verification Device Security and Standards

An electronic device that is used to verify signatures on mail ballots may only be connected to a computer network for maintenance and support. When connected to the computer network, the electronic device must be operated on a closed, secure network behind a firewall. The county clerk shall keep maintenance logs documenting NRS 293.269937:

- The name of any person who provides maintenance or support to the electronic device;
- The time and date the electronic device was accessed; and
- The reason for accessing the electronic device.

The daily audit of an electronic device used to verify signatures on mail ballots must comply with the following requirements NAC 293.339:

- The county clerk shall select a random sample of 1 percent of the mail ballots received before 3:00 p.m. from the previous 24-hour period for which the electronic device has verified the signatures.
- A team of bipartisan election board officers appointed by the county clerk shall manually review the signatures selected in accordance with the established procedures.

The election board officers shall sign and date the daily audit report. The audit report must be deposited in the vaults of the county clerk pursuant to NRS 293.391. If the team of election board officers rejects a signature that the electronic device verified, then the electronic device fails the audit, and the county clerk shall:

- Immediately stop using the electronic device;
- Notify the Secretary of State in writing within 48 hours after the electronic device has failed the audit; and
- Collaborate with the Secretary of State to identify the issue and implement a solution.

Mail Ballot Central Counting Board Procedures

A local election official shall appoint a Mail Ballot Central Counting Board. The local election official shall notify voters to function as election board officers for the mail ballot central counting board in such numbers as the local election official determines to be required by the volume of mail ballots required to be sent to each active registered voter in the county for the election. The voters appointed to the board must not all be of the same political party and not candidate for nomination or election or a relative of the candidate within the second degree of consanguinity or affinity may be appointed as such an election board officer. The local election office staff who perform duties in connection with the election shall be deemed officers of the mail ballot central counting board. The mail ballot central counting board is under the direction of the local election official.

While mail ballots cannot be counted until 15 days before the day of an election, there is no restrictions on the processing of mail ballots, which may begin as soon as the first mail ballot is received. Election boards must complete the count of all mail ballots on or before the seventh day following the election. The counting procedure must be open to the public following observation protocols.

If two or more ballots are found folded together to present the appearance of the single ballot, the mail ballots must be rejected and placed in an envelope, upon which must be written the reason for rejection. The envelope must be signed by an election board officer and placed in the container or ballot box after the count is completed.

Except as otherwise provided for Military and Overseas Electors in NRS 293D.200, each mail ballot shall be processed by the board as follows:

- The name of the voter, as shown on the return envelope, must be checked as if the voter were voting in person.
- An election board officer shall initiate in the roster “Received” by the name of the voter.
- If the board determines the voter is entitled to cast a mail ballot and all other processing steps have been completed, the return envelope must be opened, and the mail ballot is counted.
- An election board officer shall indicate “Voted” by the name of the voter.
- When all mail ballots are delivered to the board have been voted or rejected, except as provided for Military and Overseas Voters in NRS 293D.200, the empty envelopes and the envelopes containing rejected mail ballots, must be returned to the local election official. All envelopes containing rejected mail ballots must have the cause of rejection noted and a signature of an election board officer.

Not later than two (2) days before the date of delivery of the mail ballots to the mail ballot central counting board, the clerk must post a statement in their office notifying the public of the time at which the mail ballot central counting board is expected to begin and expected to temporarily recess during the counting procedure pursuant to NRS 293.363 and NRS 293C.362.

The voting results of the mail ballot vote in each precinct must be certified and submitted to the local election official, who shall have the mail ballot results added to the votes of the precinct that were not cast by mail ballot. The returns of the mail ballot vote must be reported separately from the other votes that were not cast by mail ballot in the precinct unless reporting the returns separately would violate the secrecy of a voter's ballot.

Returning a Voted Ballot

Postal Mail: You may use the pre-addressed, postage-paid envelope provided to you to mail your voted mail ballot. Make sure you sign the outside of the envelope. Mail ballots must be mailed and postmarked on or before Election Day; and received not later than the 5 p.m. on the fourth (4th) day following the election.

If a mail ballot is received by mail not later than 5 p.m. on the third day following the election and the date of the postmark cannot be determined, the mail ballot shall be deemed to have been postmarked on or before the day of the election.

Personal Delivery/Ballot Box: Voted mail ballots may be delivered in-person to the respective county clerks or delivered to a ballot drop box within the county. It must be inside of the envelope provided and the voter must sign the outside of the envelope. The deadline to return a mail ballot is not later than 7 p.m. on Election Day.

Persons Authorized to Drop-Off Voted Mail Ballots: At the request of a voter, a person authorized by the voter may return the mail ballot by mail or personal delivery to the county clerk, or any ballot drop box established in the county, pursuant to NRS 293.269921.

Except for an Election Board Officer in the course of their official duties, a person shall not:

- Impede, obstruct, prevent or interfere with the return of a voter's mail ballot;
- Deny a voter the right to return the voter's mail ballot; or
- An authorized person fails to mail or personally deliver a voter's mail ballot, unless otherwise authorized by the voter. fails to return the mail ballot.

The violation of NRS 293.6269921(2) is punishable by a Category E Felony as provided in NRS 193.130, and court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 4 years.

Voting In-Person

The following are general procedures and practices as they relate to Early Voting in Nevada. Nevada is a diverse state with significant demographic and geological differences from county to county. To account for variations in by location, local election officials may, within reason and or approval from the State, deviate from the following practices and procedures. For more information about practices and procedures for a specific county, please contact the local election office.

After the close of voting on each day during the period for early voting, the election officer in charge of a polling place for early voting must determine the total number of persons who applied to vote that day, voted in person at the polling place that day, and the ballots cast at the polling place that day. If a difference exists between the numbers, the difference must be reported in writing to the county clerk, together with any known reason for the difference. The numbers must be entered and reported by the election board on the forms provided by the county clerk.

Setting Up a Polling Place

At least one day prior to using a polling location, the clerk, registrar of voters, or designated election board officer should meet with the location contact to ensure there will be access to the facility, the contact will be on site or available for questions at least two hours before the polling place is scheduled to be open, and one hour before on subsequent days.

If necessary, pick up any supplies from the clerk or registrar of voter. And if assigned, contact election board officials, and remind them to arrive at the polling place at the specified time, usually at least an hour before opening of the polling place.

Polling Place & Staffing

This section provides an example of the various positions, roles, and/or responsibilities a county may need to staff within a polling place using Election Board Officers.

Poll Site Manager Roles:

- Contact site personnel and all fellow election workers to coordinate polling place Election Eve setup.
- Meet with polling place site personnel as needed.
- Make personnel assignments at polling place if there are any “no shows.”
- Oversee Election Eve set up and test voting equipment.
- Complete “Manager’s Verification Statement.”
- Open and close polls; accurately document ICX Prime vote counts.
- Oversee operation of ICX Primes and VVPATs (Verified Voter Paper Audit Trail).
- Oversee troubleshooting of ICX Primes and VVPATs.
- Replace VVPAT printer paper as needed.
- Ensure efficient and accurate voter processing.
- Control voter traffic flow.
- Assist disabled voters and others needing help.
- Assist with voter eligibility verification and processing Provisional Ballots.
- Resolve voter issues or conflicts in a professional manner.
- Coordinate election worker duties, lunches, and breaks.
- Fill in as Intake Specialist for breaks and lunches
- Remain on the polling place grounds throughout Election Day
- Record final voting data at end of Election Day on “Election Day Balance Statement.”
- Extract, secure, and return USB results sticks and other Critical Supplies to the county election office.

Intake Specialist Roles:

- Assist the Election Board Officer with any duties assigned to them.
- Assist with Election Eve setup of polling location.
- Setup of Intake Specialist Station on election morning for voter processing.
- Assist Election Board Officer with setting up and taking down the ICX Primes as directed.
- Access voter registration data via laptop by scanning voter's barcode on Sample Ballot or Voter Registration Card or typing in voter's name & date of birth and determining if voter is eligible to vote.
- Verify voters' signatures against signatures in the Poll Book.
- Issue required forms, e.g., same day registration; new applications; updates.
- Answer voter questions, direct voter to sign poll book and issue voter access card, then direct voters to available ICX Prime.
- Remain on the polling place grounds throughout Election Day.
- At end of Election Day, assist with comparing and balancing ICX Prime voter counts against Voter Check-In total in Label Binder.

Greeters and Equipment Monitors work together, periodically trading position responsibilities throughout the day.

- Assists with signage placement throughout polling location
- Sets up social distancing markers, such as traffic cones
- Assists Election Board Officer with monitoring voter traffic flow.
- Helps direct voter to next available check-in station or voting machine.
- Issues "fast pass" to elderly and disabled voters, escorting them to the front of the voter line.
- Helps maintain social distancing guidelines established for polling location.
- Oversees voter access card drop off and directs voter to polling location exit
- Cleans and sanitizes voting machines after each voter has cast their ballot Cleans and sanitizes pens, clip boards, and voter access cards

Standard Polling Place Procedures for Poll Workers

Step 1: Use VEMACS Pollbook to confirm an individual has been sent a mail ballot.

Step 2: If the individual has NOT been sent a mail ballot, proceed to issue the individual a ballot, and register to vote if applicable.

If the individual has BEEN sent a mail ballot, communicate the following statement to the individual:

- "State law requires an individual who applies to vote in person at a polling place to surrender a mail ballot sent to them or sign an affirmation that you have not voted during the election. Our records indicate a mail ballot was sent to you. Will you be surrendering the mail ballot sent to you or signing an affirmation that you have not voted in this election?"

Step 3: If the individual surrenders their mail ballot, the poll worker receiving the surrendered mail ballot must mark it "Cancelled" using the standardized stamp. The "Cancelled" stamp should be applied to all ballot faces (i.e., front, and back, and multiple pages, if applicable) and the mail ballot envelope if the ballot has been removed from the envelopes and the envelope is available to be returned. If a stamp is not available, the poll worker shall write cancelled on the mail ballot being surrendered.

Step 4: The poll worker shall return the cancelled ballot/envelope to the local election office as directed. This might include directions to use a specific box/bag/bin for cancelled ballots/envelopes.

Step 5: Proceed to issue the individual a ballot pursuant to early voting or election day voting and register or update the individual's voter registration information as applicable.

Administrative Procedure:

- The State will provide standardized "Cancelled" stamps to each county.
  - Replacement stamps will be ordered on an annual basis.
  - Counties are free to purchase their own stamps as long as they are identical in font, font size, and color to the stamps provided by the State.
- All county clerks, their staffs, and election workers will be training in the following procedures to ensure consistency and compliance
  - If a voter wishes to vote in person, including, without limitation, at a polling place for early voting, the voter must surrender their mail ballot to the county clerk, a staff member, or election worker or sign an affirmation.
  - Once the ballot is in the possession of the clerk, staff member, or election worker, they will ensure that the mail ballot is stamped "cancelled" using the approved stamp.
  - If the mail ballot, mail ballot envelope, and mail ballot return envelope are separated, then the mail ballot itself and the return envelope shall be stamped "cancelled" using the approved stamp.
  - The mail ballot and/or return envelope must be stamped across both the front and back.
  - If practicable, the stamping of the mail ballot should be completed within the view of the voter.
    The cancelled mail ballot is to be retained for 22 months in accordance with federal and state laws.

Mail Ballot Procedures for In-Person Voting at a Polling Place

If a voter applies to vote in person at a polling place and surrenders his or her mail ballot pursuant NRS 293.269917, the election board officer shall ask the voter to open the envelope so that the mail ballot may be accessed and marked cancelled. If the voter has already shredded the mail ballot, the shredded mail ballot must be surrendered and placed into a container labeled "Cancelled ballots."

To mark a mail ballot cancelled the election board officer shall:

- Use a rubber stamp to stamp the mail ballot or stamp both the mail ballot and the return envelope; or
- Write the word “Cancelled” by hand on the mail ballot or on both the mail ballot and the return envelope.

In addition to marking the mail ballot cancelled pursuant to subsection 2, the election board officer may:

- Tear a small corner off the mail ballot;
- Use a hole punch to put a hole in the mail ballot; or
- Otherwise make the mail ballot unreadable when using a mechanical tabulation machine.

All surrendered mail ballots and mail ballot return envelopes must be deposited in the vaults of the county clerk and preserved for a period of at least 22 months. After this period, all such surrendered mail ballots and return envelopes must be destroyed immediately.

If a voter indicates that he or she elected not to receive a mail ballot pursuant to NRS 293.269911 or did not receive a mail ballot, the voter is not required to surrender a mail ballot or sign an affirmation under penalty of perjury before voting.

Provisional Ballots

A person who completes the written affirmation required by NRS 293.3082 must be provided with a provisional ballot, regardless of whether the person is at the wrong polling place or precinct.

If an election official becomes aware that a registered voter is at the wrong polling place, they must inform the person of the correct polling place and inform them that although a provisional ballot may be cast, the provisional ballot will not be counted unless the requirements are satisfied and the voter casts the provisional ballot at a polling place that is located within the congressional district in which the voter resides.

If the deadline for a registered voter who casts a provisional ballot pursuant to NRS 293.3081 or NRS 293.3083 to provide the required identification is a legal holiday, the deadline is extended until 5 p.m. on the next working day.

A provisional ballot must be counted if the following requirements were satisfied:

- The voter was properly registered in the county where the provisional ballot was cast;
- The voter was a citizen of the United States;
- The voter was 18 years of age or older;
- The voter had continuously resided in the county where he or she registered to vote for at least 30 days;
- The voter had continuously resided in the precinct for which he or she registered to vote for at least 10 days;
- The voter signed the required affirmation;
- If the provisional ballot was cast at a polling place, the voter did not cast any other ballot, including a mail ballot;
- If the voter did not show proof of residence and identity at the time he or she registered to vote, that the voter provided official identification establishing residence and identity by 5 p.m. on the Friday following election day;
- The voter cast the provisional ballot at a polling place that was authorized to accept a ballot for the congressional district in which the voter resides; and
- The provisional ballot cast listed the correct federal offices for the congressional district in which the voter resides.

The total number of provisional votes counted must be submitted to the Secretary of State, not earlier than 5 p.m. on the Friday immediately following election day, on the form prescribed by the Secretary of State. If the Friday immediately following election day is a legal holiday, the form containing the total number of provisional votes must be submitted not earlier than 5 p.m. on the following business day.

Effective Absentee System for Elections (EASE)

Nevada's Effective Absentee System for Elections, or EASE, is an online application that seamlessly integrates voter registration and electronic ballot delivery and marking. EASE is available to active-duty members of the United States Armed Forces, their spouses and dependents, Nevada voters who are outside of the country, Nevada residents with a disability and tribal voters who live on a colony or reservation in Nevada.

The system will be available for all state, county, and municipal elections no less than 45 days before Election Day and can be accessed at NVEASE.gov and NRS 293D.320.

Nevada's EASE is the first entirely online application, from registration to requesting a ballot-to-ballot delivery to a ballot marking system using a digital/electronic signature to sign applications to register to vote.

EASE retrieves the electronic image of the voter's signature already on file with their county clerk or registrar or from the Nevada Department of Motor Vehicles so it can be used by the voter to register to vote, request an absent ballot or return an absent ballot, negating the requirement of printing and signing the ballot before returning it. After a voter marks his or her own ballot with EASE, the system applies the voter's electronic signature to the ballot and generates a cover sheet with the necessary declarations, affirmations and information to allow the counties to process and count the ballot.

When finished, an EASE voter has the option of saving the ballot materials as a PDF file and emailing the document as an attachment to the respective county clerk or registrar's office or printing it and returning by mail or fax.

Eligible Voters

The following electors and registered voters are eligible to apply, request, and cast a ballot using EASE.

Individuals covered under the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA).

- Uniformed-Service Voter NRS 293D.090:
  - An elector who is a member of the active or reserve components of the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States who is on active duty; a member of the Merchant Marine, the Commissioned Corps of the Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States; a member of the National Guard or state militia unit who is on activated status; or a spouse or dependent of a person who qualifies as a uniformed-service voter.
- Overseas Voter NRS 293D.210:
  - An overseas voter is eligible to vote if, before leaving the United States, the overseas voter was eligible to vote in the State of Nevada and, except for residency requirements, otherwise satisfies Nevada's voter eligibility requirements;
  - Before leaving the United States, the overseas voter would have been eligible to vote in Nevada, if the overseas voter had been of voting age and, except for residency requirements, otherwise satisfies Nevada's voter eligibility requirements;
  - Prior to leaving the United States, the overseas voter was preregistered to vote pursuant to NRS 293.4855 and, except for residency requirements, otherwise satisfies Nevada's voter eligibility requirements; or
  - The overseas voter was born outside the United States and, except for residency requirements, otherwise satisfies the voter eligibility set forth in NRS 293.485, if:
    - The last place where a parent or legal guardian of the overseas voter was, or under this chapter would have been, eligible to vote before leaving the United States is within this State; and
    - The overseas voter is not registered to vote in any other state.

Nevada law makes EASE accessible to the elector or registered voter:

- Voters with a Disability NAC 293.206 and NRS 293.269951:
  - Has a physical or mental impairment that substantially limits one or more of the major life activities of the elector or registered voter;
  - Has a record of such an impairment; or
  - Is regarded as having such an impairment.
- Tribal Voters NAC 293.207 and NRS 293.269951:
  - A tribal member who resides on an Indian reservation or Indian colony.

Each voter submitting an electronic ballot through EASE must sign a declaration declaring that a material misstatement of fact in completing the document may be grounds for a conviction of perjury under the laws of the United States or the State of Nevada pursuant to NRS 293D.200, NRS 293D.420, NAC 293.208 and NRS 293.269951.

Inadvertent Electronic Ballot Submission

If a covered voter attempts to submit a military-overseas ballot by approved electronic transmission and inadvertently submits more than one military-overseas ballot, only the first military-overseas ballot received by the local elections official may be counted.

If a registered voter who is authorized to cast a ballot by approved electronic transmission pursuant to NRS 293.269951, attempts to submit a ballot by approved electronic transmission and inadvertently submits more than one ballot, only the first ballot received by the local elections official may be counted.

Nothing in this section authorizes:

- A registered voter who is authorized to cast a ballot by approved electronic transmission to cast more than one ballot; or
- A local election official to count more than one ballot received from a registered voter who is authorized to cast a ballot by approved electronic transmission.

Accessibility of Polling Places & Election Material

It is the responsibility of each Election Official to ensure voting is accessible to all voters with a disability. The Americans with Disabilities Act (ADA) provides law, regulations and standards that should be used when determining the accessibility of a polling place.

The ADA Voting Checklist should be printed out and used when planning and setting up a polling place to ensure ADA compliance.

Polling place accommodations should include:

- All polling places are accessible to a voter is elderly or with a disability
- Voting machines improve accessibility for all individuals to vote privately and independently
- Another person may assist a voter with a disability in registering or voting as long as applicable procedures are followed
- Alternatives are available for those with a disability, such as TTY or TDD, for hearing or speech impaired persons is available by calling 711
- Sample ballots are all in a larger, 14-point font

Key points to remember:

- If you have difficulty understanding the voter's name, you can ask the voter to write out their name on a piece of paper.
- Election Workers are permitted to communicate with voters in a language other than English.
- A voter is permitted to have an assistant of their choice in the voting booth.
- If you are a bilingual Election Worker, please help voters who need assistance in the language you speak.
- Do your assigned job, but make sure to be available to help voters who need language assistance.
- If needed, ask another Election Worker to cover your job while you help voters who need language assistance.
- If you do not have a bilingual Election Worker at your location, contact the county election office.

The rules of etiquette and good manners apply when assisting voters in a polling place:

- Greet everyone with a smile and a spoken greeting and extend common courtesy to everyone.
- Speak directly to all voters, including those with disabilities. Never address comments or questions to whomever may be accompanying a voter, even of this person attempts to speak for the voter.
- Always ask before providing assistance and wait for a response. Offer assistance, but do not insist on providing it. It is best to ask all voters if they need assistance, instead of assuming that you can tell who may or may not have a disability.
- Always ask how you may best assist and never make assumptions. If you offer assistance, wait until the offer is accepted, then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person with a disability.
- Respect personal space, speak normally and directly to the voter making eye contact.
- Do not ask about or mention the person's disability unless they talk about it, or it is relevant to the conversation. Do not praise someone with a disability for having "overcome" the disability. All voters are equal. Do not patronize or talk down to someone with a disability.

- Keep your communication simple. Use plain language, i.e., “May I help you?” rather than, “May I assist you?” Keep sentences short and rephrase or repeat your comments if the voter does not understand you. Pay attention to the person while you are speaking with them, as they may be using body language to communicate.
- Be professional and courteous, never patronizing. Avoid being overly attentive or giving more help than is requested.

Use Appropriate Language:

- Instead of disabled person, handicapped, or crippled, say “person with a disability.”
- Instead of able-bodied person, say “person without a disability.”
- Instead of retarded, retard, slow, or special, say “person with an intellectual or
- developmental disability.”
- Instead of “the blind,” say “person who is blind” or “visually impaired.”
- Instead of hearing-impaired, deaf, dumb, or mute, say “person who is hard of hearing” or a “person who is deaf.”
- Instead of a “victim of,” “suffers from,” or “afflicted with (a condition),” say “person who has (a
- condition.)”
- Instead of “epileptic,” say “person with epilepsy.”
  Instead of “Down’s person,” say “person with Down Syndrome.”

Assisting a Person with a Wheelchair

Provide personal space. Do not push, lean on, or hold onto a person’s wheelchair unless the person asks. Remember, the wheelchair is part of his or her personal space. Clear the path. Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day. When providing directions consider the distance, weather, and physical obstacles such as curbs and stairs the wheelchair user will encounter. Know where the accessible pathways, restrooms, and water fountains are in and outside of the building.

Meeting Someone with a Disability that Affects Speech

Pay attention, be patient, and wait for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say. Understand a person may use assistive technology such as an alphabet board or computer to communicate.

Meeting Someone Who Has a Visual Impairment

Identify yourself and introduce anyone else who may be with you. Also, do not leave the person without saying you are leaving. If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.

Do not pet or distract a service animal. The service animal is responsible for the owner's safety and is working. People with visual impairments often use service animals. However, be aware that people with other disabilities may use service animals as well.

Communicating Methods

Let the person take the lead in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper). Talk directly to the person even if a sign language interpreter is present. If the person is a lip reader, face him or her directly and speak at a moderate pace. It also may help to simplify sentences and use more body expressions.

Interpretive Services Mobile Device Access

Existing law permits assistance to a registered voter who is unable to mark a ballot or use a voting device without the need of assistance by reason of a physical disability or an inability to read or write English. NRS 293.296 further allows a registered voter with a physical disability to use a mobile device to access interpretive services to assist in casting a vote in an election. Such interpretive services may include, without limitation, interpretive services using American Sign Language.

Assisting Voters

A voter can ask anyone to assist them in the voting booth if the assistant is not the voter's employer, employer's agent or an officer or agent of the voter's labor organization NRS 293.296. It is preferable that Election Board Officers, rather than intake specialists, should assist voters.

Find Affidavit of Voter Assistance in the Label Binder:

- Election Worker prints voter's name and Voter ID
- Voter signs to confirm that they are:
  - Physically disabled; or
  - Unable to read or write English; and

That the person assisting the voter is not:

- Their employer;
- Employer's agent; or
- An officer or agent of the voter's labor organization.

When every line of the Affidavit of Voter Assistance is filled, file it in the Completed Documents Envelope & begin a new Affidavit.

If a voter chooses an Election Worker to assist:

- Two Election Workers of different political parties are required to assist;
- Workers cannot explain or make recommendations about the ballot.

If a voter has questions about how to use the ICX Prime:

- Stand at the back of the machine and give instructions.

If a Voter has a disability that requires curbside voting OR a voter asks about emergency voting (i.e., for someone in the hospital):

- Call the Local Election Office for assistance.

Electioneering & Campaigning Near a Vote Center

Electioneering/Campaigning is prohibited within 100 feet of an entrance of a vote center, and in some instances may not be allowed *anywhere* on the property where the vote center is located NRS 293.361 and 293.740.

Electioneering means campaigning for or against a candidate, ballot question or political party by citizens, voters, and election workers:

- Posting signs or distributing literature;
- Using loudspeakers to broadcast information;
- Buying, selling, wearing, or displaying any badge, button, or other insignia;
- Polling or otherwise soliciting from a voter information as to whether a voter intends to vote or has voted for or against a particular candidate, ballot questions or political party;
- Soliciting signatures of any kind or circulating a petition;
- Loitering;
- Speaking to voters about support/opposition of candidates/questions.

Before polls open, check that the "NO ELECTIONEERING" signs have been posted one hundred (100) feet from the entrance and periodically check that no electioneering or campaigning is taking place within one hundred (100) feet of the entrance.

If a voter cannot reasonably remove a campaign item (e.g., a t-shirt, pants, etc.), the voter must be allowed to vote, but not to loiter. Expedite them the best you can through the voting process.

Congressional Election Observers

The Confirmation of Congressional Observer Access Act of 2024 or the "COCOA Act of 2024" authorizes congressional election observers to observe polling locations, any location where processing, scanning, tabulating, canvassing, recounting, auditing, or certifying voting results is occurring, or any other part of the process associated with elections for Federal office under the authorities granted under article 1, section 5 of the Constitution of the United States.

Congressional Election Observers may not handle ballots, election equipment, advocate for any position or candidate, take any action to reduce ballot secrecy or voter privacy, take any action to interfere with the ability of a voter to cast a ballot or an election administration to carry the administrator's duties, or otherwise interfere with the election administration process.

Additional information can be found at: https://www.congress.gov/bill/118th-congress/house-bill/6513/text

Observers

NAC provides for "meaningful observation." Meaningful observation means a person may observe the process of identifying the voter, the distribution of a ballot or voting machine card, the movement of a voter to a voting booth, the return of a ballot voting machine card, and the existing of a polling place by a voter. The term does not allow the viewing of the personal information of a voter, a voter's ballot or selections on a voting machine, or the ability to listen to any conversation between election board officers or between a voter and election board officer.

Observers in a Polling Place

Per the public may observe the voting process. Any person may observe the conduct of voting at a polling place, including a vote center for early voting and election day. No specific credentials or paperwork is required of an observer. Observers may ask Election Workers questions if it does not impede the processing of voters. However, observers inside a polling location must abide by certain laws and regulations.

Observers are not allowed in the polling place prior to the opening of the polls. They may observe the closing of the polling place but cannot interfere or disrupt the voting process NAC 293.305(2).
Observers:

- MUST wear a badge and a name tag with their full name. Blank name tags are supplied for this purpose.
- MUST sign the Observation Form NAC 293.245.
- MUST remain in their designated area.
- MUST stay away from the voting equipment. You may permit observers or members of the public to view the voting equipment, and all externally visible security seals used to secure voting equipment as long as public inspection of voting equipment does not interfere with voting.
- MUST stay away from electronic poll book systems. You may permit observers or members of the public to view the poll book systems as long as public inspection of voting equipment does not interfere with voting.
- MUST NOT talk to voters within the polling place.
- MUST NOT advocate for or against a candidate, political party, or ballot question (e.g., wear a campaign tee-shirt.)
- MUST NOT interfere with the conduct of voting.
- MUST NOT use electronic communication devices. Instruct observers to turn off any cell phones, laptops, two-way radios, etc.

- MUST NOT photograph or record inside the polling place. Instruct observers to leave any cameras, audio recorders, video cameras, etc., with the Manager NRS 293.274.
- MUST NOT argue for or against or challenge any decisions of county or city election personnel.
- MAY be removed from the polling place by the county or city clerk for violating any of the provisions above.

Setting up an Observer Area:

- Mount the “Observer Area” sign in this area;
- It should be close enough so observers can hear your interactions with voters and other Election Workers ;
- Observers must remain in the Observer Area. If more Observers are present than what you can accommodate, rotate them on an equitable basis.

If an observer refuses to conform to any of these conditions, notify the lead election board officer and contact the local election office if necessary. If you believe the presence or activity of an observer may be intimidating to voters, ask the lead election board officer to step in and or contact the local election office.

The county clerk may limit the number of people in the polling place who are observing the conduct of voting for reasons of public safety or to protect voter privacy or maintain order.

Observing Counting of Ballots

Members of the general public may observe the counting of the ballots at the central counting place if those members do not interfere with the counting of ballots. The central counting place is the location designated by the county or city clerk for the compilation of election returns.

Certain limitations apply to people observing the processing and counting of ballots at the central counting place. This includes but is not limited to:

- Requiring that before a person may observe the processing and counting of ballots, the person must sign an acknowledgement that certain behavior is prohibited at the central counting place;
- Notice that the county or city clerk may limit the number of people observing in the central counting place;
- Notice that the county or city clerk may remove a person from the central counting place;
- Require a person to wear a name tag while observing the processing and counting of ballots.

In the form prescribed by the Secretary of State, the acknowledgment includes the observer is prohibited from:

- Talking to workers within the central counting place other than the county or city clerk or a person designated by the county or city clerk to address questions from observers;
- Using a mobile telephone or computer within the central counting place;
- Advocating for or against a candidate, political party, or ballot question;
- Interfering with the statutory duties of county or city election personnel; and
- Interfering with the processing and counting of ballots; and

Notice that they may be removed from the central counting place by the county or city clerk for violating any provision of title 24 of NRS or any listed above.

Additionally, a person observing the processing and counting of ballots at a central counting place must wear a name tag denoting the person's full name. The county and city clerk shall retain the signed acknowledgments for at least 180 days following the election.

"Advocate" includes, without limitation, speaking, displaying, or disseminating written material and wearing identifying clothing, buttons, or other paraphernalia.

Media

If the media shows up at a polling place, Election Board Officers must notify the County Clerk or Election Official in charge of media.

Reporters, camera crews and other members of the media are allowed at the polling place as long as they respect voter privacy and do not interfere with or disrupt the voting process. Taking pictures or recording footage of actual ballots is not allowed and the media activity cannot interfere with the voting process.

Interviews: Although Election Board Officers may be interviewed by the media, the best practice is to direct any media to the County Election Official as they serve as the public figurehead. Interview topics typically include voter turn-out numbers, voter wait times, and voter privacy. For media questions that require more in-depth explanation please have the media contact the local election office.

NEVER give subjective opinions, such as whether one political party is turning out more than another.

Turnout Figures: You may give totals. Emphasize that all totals are raw numbers from a single polling location and in no way complete or official. More complete information may be obtained from our website after the closing of the polls.

Filming: Voters can be filmed while voting ONLY if they consent AND it does not violate secrecy of their ballot (no direct or clear shots of a voter's ballot).

Voter Interviews: Voters are allowed to be interviewed outside of the polling location NRS 293.274.

Cell Phone Usage

A voter may use their cell phone in a voting booth in order to view his sample ballot. Cell phones may **NOT** be used inside a polling place to make phone calls, take pictures or videos, or record any activity inside the polling place.

However, **a registered voter with a physical disability** may use a mobile device to access interpretive services to assist him or her in casting a vote in an election. Such interpretive services may include, without limitation, interpretive services using American Sign Language R094-23.

Make sure signs are posted stating electronic devices may only be used to view sample ballots.

Election Board Officers will have use of a county-issued cell phone and will limit the use of this cell phone to election related calls. Only Election Board Officers may use a cell phone inside the polling place. If it is necessary to make a personal call, please do so outside of the polling area.

If it becomes necessary, you will be reimbursed $5 for using your personal cell phone while working.

CHAPTER 9
VOTING SYSTEMS

TABLE OF CONTENTS

Standards, Testing, and Certification 314
Voting System Approval Process 314
Voting Systems Approved for Use 315
Voting System Testing and Security Overview 316
Security Protocol and Testing 317
- Acceptance Testing 317
- Chain of Custody 317
- Logic and Accuracy Testing 318
- Security Audits and Ballot Reconciliation 319
- Tabulation Certification 319
- Maintenance and Storage 319
- Electronic Roster 320

VOTING SYSTEMS

Standards, Testing, and Certification

Voting machines play an important role in the election process. Voters must be confident their votes are being recorded accurately and their privacy is being protected, and thus voting equipment plays an integral role in the integrity of elections and protecting democracy. To provide this level of confidence, voting machines are tested against standards before being used in an election.

Voting system standards vary from state to state. Some states adopt federal standards, some develop their own standards, and others use a hybrid of both approaches. Nevada's legal standard is for a voting system to meet or exceed federal standards NRS 293B.063 and to have been certified by the Voting System Testing and Certification Program of the Election Assistance Commission.

Federal standards are set by the U.S. Election Assistance Commission (EAC) with the passage of the Help America Vote Act by Congress in 2002. The Voluntary Voting System Guidelines, like the name, are voluntary for states but outline specifications against which voting system should be tested. The Voluntary Voting System Guidelines, or VVSG, are based on five areas of requirements: security, functionality, privacy, usability, and accessibility. The National Institute of Standards and Technology (NIST) writes the detailed technical guidelines, and review of these guidelines by a group of volunteer stakeholders known as the Technical Guidelines Development Committee (TGDC).

The following sections cover both Nevada's approval for use within the state as well as procedures for use once implemented for use.

Voting System Approval Process

Under Nevada law, a voting system and any modification to a voting system must be approved by the Secretary of State before it can be used in any election NRS 293B.105. Regulation also prohibits the installation of any software on a mechanical voting system, or component thereof, unless the Secretary of State has approved or required the installation of the software. In addition, a voting system must meet or exceed Federal standards for voting systems before the system can be approved for use in Nevada.

- Application for State Certification of Voting System (MS Word)
- Nevada Revised Statutes: Chapter 293B - Mechanical Voting Systems
- Nevada Administrative Code: Chapter 293B - Mechanical Voting Systems

Voting Systems Approved for Use

For the most current information about each system, equipment, and version is use, see the Voting System page on the Secretary of State's website at: https://www.nvsos.gov/sos/elections/election- resources/voting-system.

Dominion Voting Systems:

- Democracy Suite 5.4 (February 6, 2018)
- Democracy Suite 5.4-F (November 2, 2018)
- Democracy Suite 5.12 (March 11, 2020)
- Democracy Suite 5.12 HiPro Scanner (February 17, 2022)
- Democracy Suite 5.17 (July 21, 2023)

Election Systems & Software:

- EVS 5.2.2.0 (August 28, 2017)
- EVS 5.4.0.0 (August 28, 2017)
- EVS 6.1.0.0 (February 6, 2020)
- EVS 6.1.1.0 (December 7, 2021)
- EVS 6.2.0.0 (February 17, 2022)
- EVS 6.3.0.0 (July 24, 2023)

Federally Certified Voting Systems and Resources EAC
List of Certified Voting Systems

Voting System Testing and Security Overview

Nevada's voting system and voter registration system are two separate different systems.

The voter registration system is a centralized statewide voter registration system maintained by the Office of the Secretary of State and Nevada's local election officials. The voter registration system provides information relating to registered voters throughout the State of Nevada and does not connect to or contain information used by the statewide voting system.

The voting system is the equipment used to create ballots, cast, and count votes, and display election results. Nevada's voting system is a "standalone system" that is not connected to a network, the Internet, and does not have wireless connection capabilities. Before any component can be used in Nevada's voting system, it must first go through a series of tests and audits.

Additionally, each component maintains a chain of custody with tamper evident security seals and access limited to authorized personnel. The following documents describe these tests and procedures. Please refer to this narrative and diagram for an overview of Nevada's Voting System Testing and Security procedures.

Before a voting system or ballot marking device can be examined for use in Nevada, a system must be tested to federal standards. For more information on the Federal Voting System Testing & Certification, please visit the U.S. Election Assistance Commission website at EAC.gov.

Nevada Voting System Testing and Security Narrative
Nevada Voting System Testing and Security Diagram

Security Protocol and Testing

Voting system security is a complex process made up of several checks and balances. For example, the components of a voting system are not considered part of an official system until each component is thoroughly examined and continues to meet routine accuracy checks. The following describes the main testing and security procedures and how they interrelate. The attached diagram illustrates the related timing and flow of this process.

Pursuant to State Law voting system testing must be conducted by an Accuracy Certification Board and may be observed by the public NRS 293B.140 and NRS 293B.145.

Acceptance Testing

Before any component is considered part of the official voting system, it undergoes acceptance testing. This testing examines a system and its components to validate performance of delivered units and to and that the system is, in fact, the certified system purchased. Equipment that is suspected to be malfunctioning, have a broken chain of custody, or maliciously accessed, must be thoroughly investigated and pass acceptance tested before being brought back into the chain of custody.

Chain of Custody

Upon completion of acceptance testing, components are brought into a “trusted” environment that is maintained by limiting access to authorized individuals, tamper evident security seals, and access audit logs. Each time a unit is accessed the tamper evident security seals are examined and checked against the access log. At any point that the chain of custody is broken, the cause must be investigated, and appropriate testing must take place before equipment can be placed back into the chain of custody, NAC 293B.110.

Regulation requires any mechanical voting system, mechanical voting device and other voting equipment in the custody of a county or city, including, without limitation, central counting equipment, precinct scanners, electronic rosters, direct recording equipment, voting machines and ballot marking devices, each county clerk and city clerk shall maintain in permanent ink a written documentary record of:

- Any transport of a mechanical voting system, mechanical voting device or other voting equipment between parties, including, without limitation, documentation of seals, chain- of- custody access logs and any other related information; and
- The uninterrupted chain of custody of each mechanical voting system and mechanical voting device and all other voting equipment in the custody of the county or city, which must span the entire time the mechanical voting system, mechanical voting device or voting equipment has been in the custody of the county or city, as applicable.

All records maintained pursuant to the chain of custody are subject to inspection by the Secretary of State.

All mechanical voting systems, mechanical voting devices and other voting equipment must have seals that are tamper-evident and identified by a serial number. The county or city clerk shall record the serial number of each seal on the records of chain of custody for any mechanical voting system, mechanical voting device or other voting equipment that is transported to or from a polling place. The entry of the serial number of the seal in the records of chain of custody must be verified by two people who must:

- Confirm that the serial number in the records matches the serial number of the seal; and
- Sign and date the entry in the records.

If a seal is changed or replaced, the records of chain of custody must include the reason for the replacement, the date of the replacement and the signatures of two persons who have verified that the serial number of the replacement matches the number entered in the record.

The chain of custody and audit trail requirements also applies to ballot marking devices. Certify Software, Firmware and Operating Systems NAC 293B.110.

Before each election cycle, the software and firmware installed on each component of the voting system must be certified to match the versions approved for use and on file with the National Software Reference Library. This test is conducted by verifying the "hash" value of the software and firmware on each component and comparing it against the value on file with the National Software Reference Library. The hash value is an algorithm that maps the digital fingerprint of the code.

Logic and Accuracy Testing

Conducted before and after each election, this testing ensures that each component will accurately record, tally, and audit vote totals. This testing ensured that the contests are correctly reflected on equipment, all candidates and questions on a ballot can be voted on, and that results are accurately tabulated and reported. Local election officials use county-made test ballots with predetermined vote totals to test each component of the system, including but not limited to mechanical recording devices, ballot marking devices, tabulators, and Voter Verified Paper Audit Trails. Any error detected during these tests must be immediately reported to the Secretary of State, NRS 293B.150, NRS 293B.155, NAC 293B.090.

Tests before must occur not earlier than 2 weeks before, and not later than 5 p.m. on the day before the first day of early voting.

Counties must also ensure the mechanical voting system for the election contains the official title for each race that will be on the ballot. The Secretary of State will prepare and send to each county clerk not later than 180 days before an election a report containing the official titles for each race that will be on the ballot.

Security Audits and Ballot Reconciliation

Before, during and after voting, all components used during the election are routinely examined for unauthorized access. This includes examining tamper evident security seals that protect equipment access points as well as areas limited to authorized personnel, such as ballot and equipment storage areas. Equipment is also randomly selected and audited for accuracy. Auditing and reconciling equipment and ballots is completed by comparing the number of voters that have appeared and been checked in to match the number of ballots cast. These reconciliations take no less than daily and occur randomly while the polls are open.

Tabulation Certification

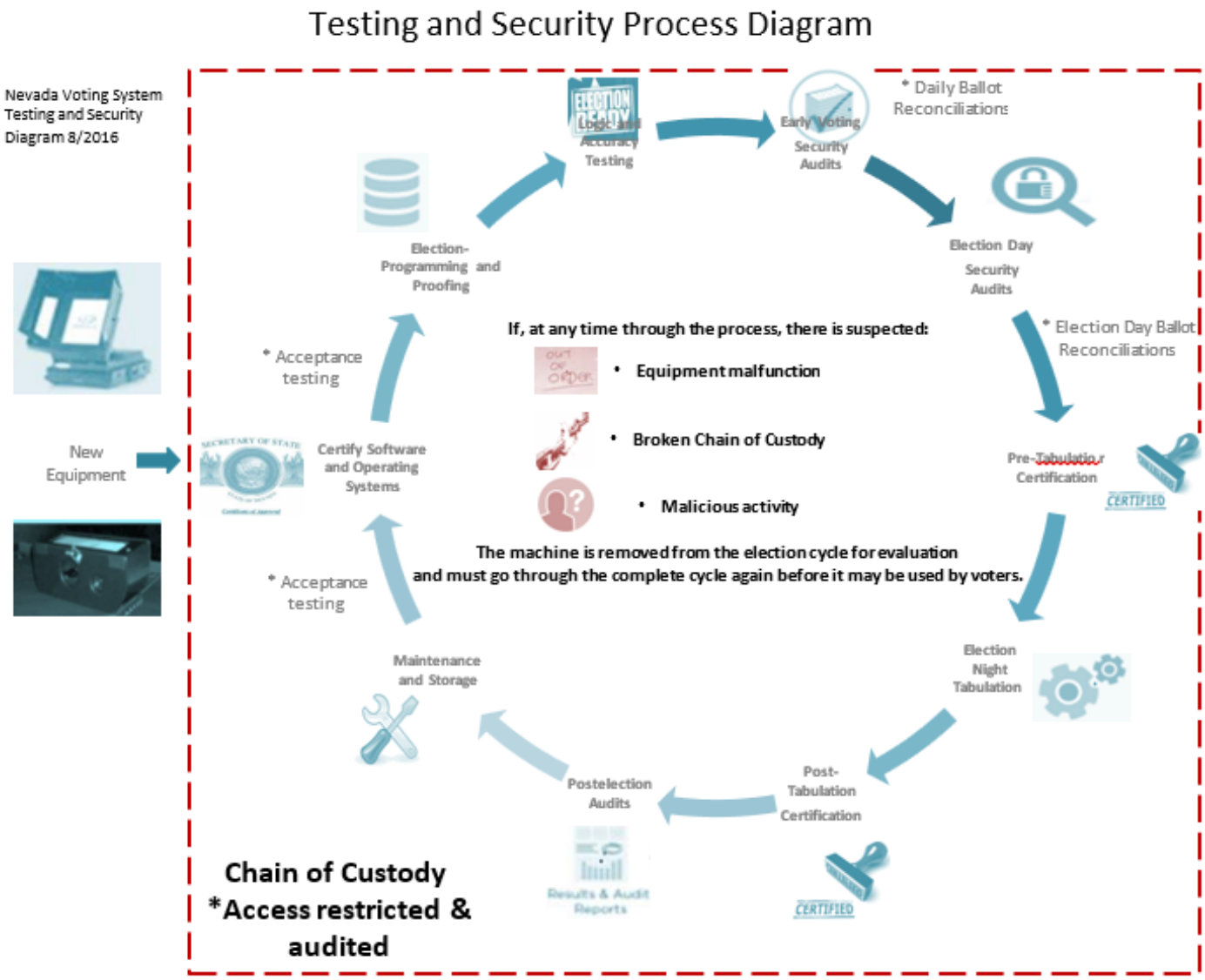
Tabulation equipment must be tested immediately before the start of the official count of the ballots and again within 24 hours after the official count takes place. This test is conducted by processing a pre- audited group of logic and accuracy test ballots. If any errors are detected during these tests, the cause must be determined before the unit can be approved to tabulate ballots. The results of these tests are available for public inspection during the period a candidate may contest the election, NRS 293B.165.

Maintenance and Storage

Upon completion of the election cycle, each unit is evaluated for servicing before being placed in storage. Units requiring servicing are repaired and acceptance tested before being placed back into the chain of custody. All components of a voting system are securely stored with access audited and limited to authorized personnel. While in storage, system components are routinely monitored and maintained according to the applicable maintenance schedule. Before a voting system can be used in another election, it starts the process again, beginning with verifying the chain of custody while in storage and certifying the software, firmware, and operating systems.

Regulation NAC 293B.055(1) requires local election officials to ensure that each mechanical voting system and mechanical voting device and all other voting equipment used by the county or city is secured in a facility with controlled access when not in use. A person shall not access the mechanical voting system, mechanical voting device or voting equipment unless he or she has been given specific written authorization from the county or city clerk. The county or city clerk shall notify the Secretary of State in writing within 24 hours if any person accesses a mechanical voting system, a mechanical voting device or any other voting equipment without such authorization.

Each county and city clerk shall maintain a record of each person who accesses a mechanical voting system, a mechanical voting device or any other voting equipment. The record must include the name of the person, the signature of the person and the time and date of access. If access is controlled using a key card or similar door access system, the system must produce records that meet the requirements of this subsection, pursuant to NAC 293B.055(2).



Electronic Roster

An Electronic Roster is also referred to as an Electronic Poll Book or E-Poll Book. Electronic Rosters allow for an election jurisdiction to perform many functions electronically. For example, electronic poll books allow voters to sign into a polling location electronically, capture and compare signatures, as well as update voting history.

The following includes procedures applicable to testing electronic poll books. For more information about electronic poll books, contact your local election office.

CHAPTER 10
ELECTION RESULTS & TABULATION

TABLE OF CONTENTS

Voter Intent....323
Ballot Review....324
Secretary of State Interpretation of Voter Intent....325
Regulations....325
Standards for Counting Votes....326
Applying Voter Intent Standards....326
Sample Ballot Markings....328
Designated Space....328
Obvious Stray Marks....329
Hesitation Marks....329
Pattern of Similar Marks....329
Overvotes and Corrected Votes....330
Written Instructions....330
Written Instructions Using Words....330
Rejecting a Ballot with Identifying Marks....331
Soiled or Defaced Ballot....331
Identifying Marks on the Ballot....332
Write-In Votes....335
Federal Write-in Absentee Ballot (FWAB)....335
Writing In the Name of a Political Party....335
Writing the Name of a Political Party in a “Vote for Two” Contest....335
Pattern of Partisan Voting....336
Ballot Duplication....336
Ballot Tabulation Equipment....336
Hand Counts....337
County Hand Counts & Tally Teams....337
City Hand Counts & Tally Teams....340
Tally Lists....343
Canvass of Returns....343
County Canvass/Abstract....343
Statewide Canvass/Abstract....343
Certificates of Election for State & Federal Electors....344
Certificates of Election for Assembly/Senate....344

Certificates of Election General Information....344
Filing Vacancies and their Certificates of Appointment....345
Recounts....345
Presidential Elector Recount Demand....345
Recounts for Statewide, Multi-County, County & City Contests....346
Requesting a Recount or Contest an Election....347
Statewide, Multi-County & County Recount Demand....349
City Recount Demand....350
Recount Board....350
Cost of a Recount....351
Cost of a Statewide or Multi-County Recount....351
Cost of a County Recount....351
Cost of a City Recount....351
Observing the Recount....352
Results of a Recount....353
Recount Withdrawal Request....353

ELECTION RESULTS & TABULATION

Tabulation is the processing of totaling of individual votes from various sources, such as in-person and by- mail ballots. Votes are tabulated one of three ways in Nevada. Votes are either recorded electronically in- person on a Direct Recording Electronic voting device or "DRE," by scanning selections made on paper ballots using an electronic scanner, or hand-counting selections made on paper ballots.

After tabulating ballot selections, all methods and sources are combined using centralized software. For example, each Direct Recording Electronic voting device (DRE) saves totals onto removable media, which the centralized software reads in order to combine the totals for all the DREs. Paper ballots electronically scanned also use removable media to add the ballot selections recorded. Hand-counted paper ballot selection totals must be manually entered into the centralized software. The software combines the ballot selections for each county and provides a common data format for the Secretary of State to combine and report statewide totals, specifically for candidates and ballot questions spanning more than one county.

Voter Intent

Votes in Nevada are cast either electronically or on a paper ballot. Votes cast electronically are recorded during early voting or on Election Day in-person at a polling location or vote center. Votes cast on paper ballots are submitted by-mail or in-person during early voting or on Election Day. Local election officials, in consultation with the County Board of Commissioners, may decide which methods and sources are used in their jurisdiction.

This section provides general guidance to assist in determining what constitutes a vote and how a voter's intent in Nevada is applied in a consistent and uniform manner according to law, regardless of how or where a ballot is cast.

Federal and state laws mandate uniform standards for counting votes. The Help America Vote Act of 2002 was passed in reaction to the controversy surrounding the 2000 U.S. Presidential Election. The Act established minimum election administration standards, including a mandate for each state to adopt uniform and nondiscriminatory standards that define what constitutes a vote and what will be counted as a vote. In 2003, the Nevada Legislature passed related laws, such as the Nevada Voter's Bill of Rights, which requires a uniform, statewide standard for counting and recounting all votes accurately.

The Nevada Legislature has established the State policy preventing Nevada Election Officials from engaging in a subjective analysis to decipher the intent of a voter. As demonstrated in the 2000 presidential election, such reviews can lead to inconsistent results between jurisdictions and the Nevada Legislature has placed the onus on the voter to correctly mark their ballot. For these reasons, any marking not found within the "designated space" will not be counted as a vote.

What constitutes a valid vote, how to properly mark a vote, and how to properly correct a mistake, as well as additional requirements and how they are applied are addressed below. The first step in determining voter intent is identifying when a ballot requires review.

Ballot Review

A ballot that requires review for voter intent is provided to the appropriate election board. Election boards must not all be of the political party, or a candidate, relative of a candidate or withing the second degree of consanguinity or affinity.

A bipartisan election board will review a ballot for voter intent when either a mechanical recording device or a hand-count identifies a ballot or contest for review. Instances when review of voter intent is required occurs when there are marks in the space designated to be darkened to cast a vote such as a cross or check, there is writing or mark on the ballot *not* in the designated space to darkened such as cross or check, or a voter casts more votes for an office than the voter is lawfully entitled. Keep in mind a ballot review can take place for issues other voter intent, which this section does not address. Nevada law provides the following standards for counting and rejecting ballots.

NRS and NAC provide basic factors to be considered by an election board when deciding whether a particular ballot must be counted or rejected. NRS 293.367 provides the basic factor to be considered by an election board as follows:

"The basic factor to be considered by an election board when making a determination of whether a particular ballot must be rejected is whether any identifying mark appears on the ballot which, in the opinion of the election board, constitutes an identifying mark such that there is a reasonable belief entertained in good faith that the ballot has been tampered with and, as a result of the tampering, the outcome of the election would be affected."

NRS 293.367 specifies the regulations for counting ballots must include the following provisions:

- An error in marking one or more votes on a ballot does not invalidate any votes properly marked on that ballot.
- A soiled or defaced ballot may not be rejected if it appears that the soiling or defacing was inadvertent and was not done purposely to identify the ballot.
- Only devices provided for in this chapter or chapter NRS 293B may be used in marking ballots.
- It is unlawful for any election board officer to place any mark upon any ballot other than a spoiled ballot.
- When an election board officer rejects a ballot for any alleged defect or illegality, the officer shall seal the ballot in an envelope and write upon the envelope a statement that it was rejected and the reason for rejecting it. Each election board officer shall sign the envelope.

Secretary of State Interpretation of Voter Intent

Question
May a county clerk consider ballot marks, other than those described in NRS 293.3677(2)(a), in determining a voter's intent on paper absentee ballots?

Answer
No. Nevada law does not allow elections official to undergo a subjective analysis of ballot marks to decipher the will of a voter. Only those marks described in NRS 293.3677(2)(a) and NRS 293C.369(2)(a) may legally be counted, as applicable. In determining whether a vote has been cast in a particular race is whether all or a portion of the designated space has been marked.

The Nevada Legislature set forth the public polity of the State of Nevada regarding the counting of votes cast by paper ballot in Federal election years codified in NRS 293.127 and NRS 293.3677.

The conclusion of the Legislature is consistent with the practices of Nevada's county election administrators, and this interpretation serves as a reminder to those officials as well as notice to Nevada's voters casting a paper ballot.

Regulations

NRS 293.3677(3)(b) provides the following authority when promulgating regulations:

- The Secretary of State shall adopt regulations establishing uniform, statewide standards for counting a vote cast by each method of voting used in this State that is not described in subsection 2, including, without limitation, a vote cast on a mechanical recording device which directly records the votes electronically.

Additionally, NRS 293.3677(3)(a) provides the Secretary of State with the authority to establish additional standards through regulation in the following language:

- The Secretary of State may adopt regulations establishing additional uniform, statewide standards, not inconsistent with this section, for counting a vote cast by a method of voting described in subsection 2.

Standards for Counting Votes

When counting votes, NRS 293.3677(1) establishes the two following standards in addition to the regulations adopted by the Secretary of State. Each standard is further clarified by the subsequent references.

Standard 1:

- If more choices than permitted by the instructions for a ballot are marked for any office or question, the vote for that office or question may not be counted.

NRS 293.367(2)(a): Standards for rejecting ballots for appearance of tampering; regulations for counting ballots. Clarifies Standard 1 by stating the following required provision:

- An error in marking one or more votes on a ballot does not invalidate any votes properly marked on that ballot.

Standard 2 (subsection 2) states:

A vote is cast by darkening a designated space on the ballot:

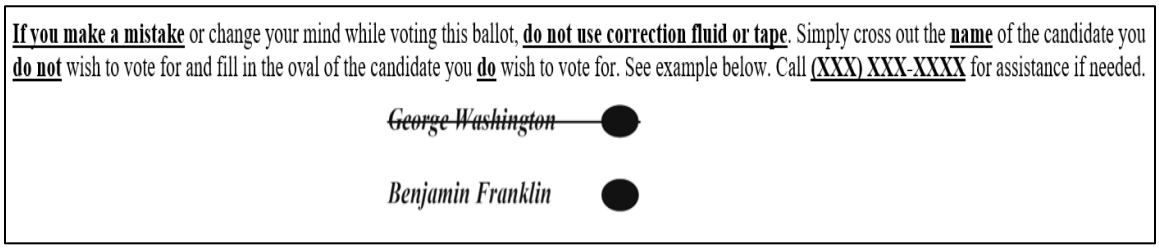
- A vote must be counted if the designated space is darkened or there is a writing in the designated space, including, without limitation, a cross or check; and
- Except as otherwise provided in paragraph (a), a writing or other mark on the ballot, including, without limitation, a cross, check, tear or scratch may not be counted as a vote.

Applying Voter Intent Standards

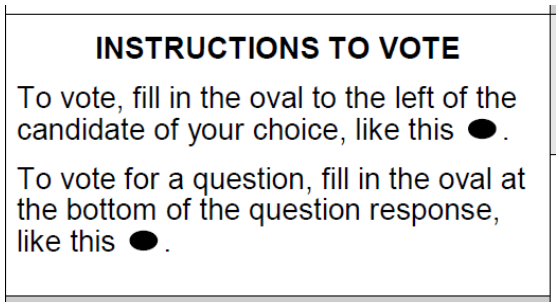
As defined by NRS 293.3677 a vote is cast by darkening a designated space on the ballot. The Interpretation further clarifies the determinative issues as, when determining whether a vote has been cast in a particular race is whether all or a portion of the designated space has been marked. The designated space on the ballot is defined in the instructions to be provided with every ballot.

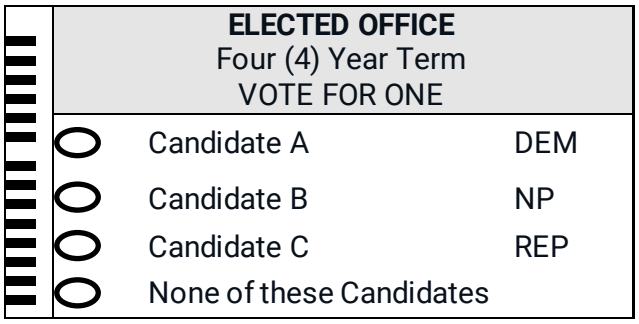
NAC 293.307 provides the following illustration to properly correct a mistake and make a selection. To change a vote, cross out the name of the candidate you **do not** wish to vote for and fill in the oval of the candidate you **do** wish to vote for.

Other examples of darkening a designated space on the ballot may include an arrow, square, or as described above, an incomplete oval opposite a candidate's name or option. The illustrations below are examples of darkening designated spaces on a ballot.

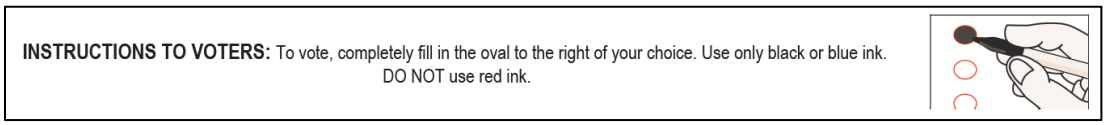


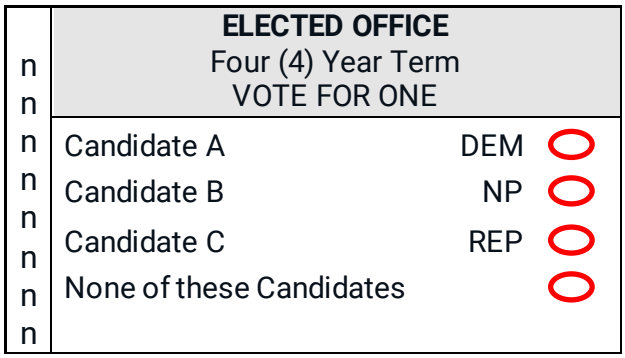
Oval before a candidate name or ballot question:





Oval after a candidate name or ballot question:





Sample Ballot Markings

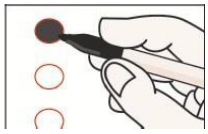
The following illustrations should serve as examples to ensure voter intent is applied consistently and uniformly statewide.

Designated Space

A vote is cast by darkening a designated space on the ballot. As stated in the Interpretation, in determining whether a vote has been cast in a particular race is whether all or a portion of the designated space has been marked.

Instructions, such as the following examples, identify the designated space. A vote is cast by darkening the designated space on the ballot as indicated in the instruction provided with the ballot. The "designated space" is the oval adjacent to a candidate's name or ballot question that the voter is instructed to fill in to indicate their selection. Examples of the designated space are identified below in the instructions and circled in green on the sample ballot contests.

INSTRUCTIONS TO VOTERS: To vote, completely fill in the oval to the right of your choice. Use only black or blue ink. DO NOT use red ink.



INSTRUCTIONS TO VOTE

To vote, fill in the oval to the left of the candidate of your choice, like this ●.

To vote for a question, fill in the oval at the bottom of the question response, like this ●.

The designated space is identified with a green oval in the following sample ballot contests:

	ELECTED OFFICE Four (4) Year Term VOTE FOR ONE		
n	Candidate A	DEM	○
n	Candidate B	NP	○
n	Candidate C	REP	○
n	None of these Candidates		○
n			

	ELECTED OFFICE Four (4) Year Term VOTE FOR ONE	
▬	○ Candidate A	DEM
▬	○ Candidate B	NP
▬	○ Candidate C	REP
▬	○ None of these Candidates	

General Rule: Any marks made writing the designated space should be counted as a valid vote as long as the voter did not select more candidates or ballot questions than the maximum number allowed and none of the exceptions below apply. As stated in the Interpretation, in determining whether a vote has been cast in a particular race is whether all or a portion of the designated space has been marked.

Exceptions: Marks made inside the designated space should not be counted as a valid vote if the vote is corrected.

Marks *outside* of the target area should not be counted, even if they form a pattern of similar marks as outlined. NRS 293.3677 (*see* Standard 2 above) does not provide for writing or other marks on the ballot outside the designated space to be counted as a vote.

A vote is cast by darkening a designated space on the ballot NRS 293.3677(2):

- A vote must be counted if the designated space is darkened or there is a writing in the designated space, including, without limitation, a cross or check; and
- Except as otherwise provided in paragraph (a), a writing or other mark on the ballot, including, without limitation, a cross, check, tear or scratch may not be counted as a vote.

Obvious Stray Marks

If the designated space for any Candidate contains a mark, it must be counted as an overvote. Nevada law is clear any mark in the designated space is to be counted as a selection.

Hesitation Marks

Even though a mark in the designated space may appear to be a hesitation mark, Nevada law requires any mark in a designated space to be counted as a selection.

Pattern of Similar Marks

General Rule: Marks made outside of the designated space should not be counted as valid votes, even if the voter uses a consistent pattern. NRS 293.3677 does not provide for writing or other marks on the ballot outside the designated space to be counted as a vote.

A vote is cast by darkening a designated space on the ballot:

- A vote must be counted if the designated space is darkened or there is a writing in the designated space, including, without limitation, a cross or check; and
- Except as otherwise provided in paragraph (a), a writing or other mark on the ballot, including, without limitation, a cross, check, tear or scratch may not be counted as a vote.

Some vote tabulation equipment, such as optical scanners, are only capable of identifying marks in designated spaces. Allowing ballots with marks outside the designated space to be counted enfranchises some voters while disenfranchising others. Ballots tabulated by a manual hand count will are likely to identify marks outside the designated space and apply voter intent, while some ballot tabulation equipment may not identify such marks for review.

Optical ballot scanners use light sensors to identity breaks in light in a designated space to determine votes. For example, a properly filled in oval will "break" the light detected by the sensors. If the sensors detect a break in light in a designated space, a mark or vote is recorded. If there is no break in the light passed through the paper and detected by the sensor on the other side, no mark or vote is recorded. If more breaks in light are detected that allowed to be case ("Vote for One") the scanner will identify the ballot for review by the duplication board.

Overvotes and Corrected Votes

An overvote occurs where a voter marks more options that the maximum permitted for a candidate or ballot question.

General Rule: No votes for and overvoted contest or ballot measure should be counted unless the voter has provided a correction. NRS 293B.085 requires voting system to be programmed to not count overvotes. The law also states an overvote does not invalidate the rest of the ballot or other contests that are legally voted. Furthermore, NAC 293.307(2) only provides for a ballot to be duplicated, with the intended vote, if not ambiguity exits as to the intent of the voter.

A county clerk or city clerk shall not duplicate any absent ballot which the voter has marked to indicate a correction or on which the voter has used correction tape or fluid unless the clerk determines that no ambiguity exists as to the intent of the voter.

NRS 293.2693 requires a voter education program in counties or cities using paper ballots. The education program must include, without limitation, information concerning the effect of overvoting and the procedures for correcting a vote on a ballot before it is cast and counted and for obtaining a replacement ballot

Written Instructions

General Rule: The only acceptable method to correct a vote is with a line through the candidate's name. Written instructions, no matter how clear, may not be used to determine voter intent.

Written Instructions Using Words

The only acceptable method of correction is by crossing out a candidate's name. No correction that uses words should be accepted.

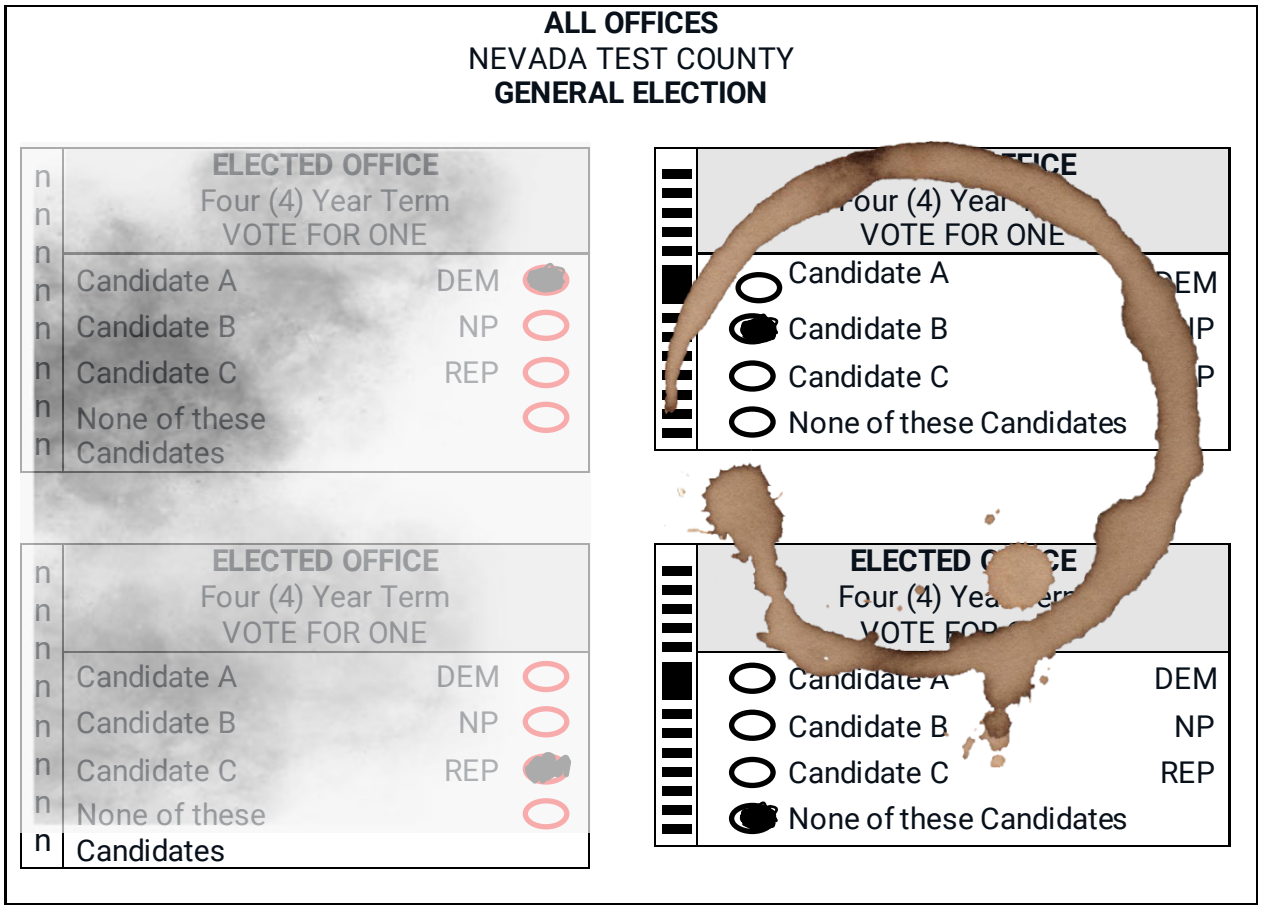
Rejecting a Ballot with Identifying Marks

General Rule: The basic factor to be considered by an election board when making a determination of whether a particular ballot must be rejected is whether any identifying mark on the ballot indicates the ballot has been tampered with and, as a result of the tampering, the outcome of the election would be affected. The election board must make the determination as a whole and have reason to believe the ballot has been tampered with.

A soiled or defaced ballot may not be rejected if it appears that the soiling or defacing was inadvertent and was not done purposely to identify the ballot.

Soiled or Defaced Ballot

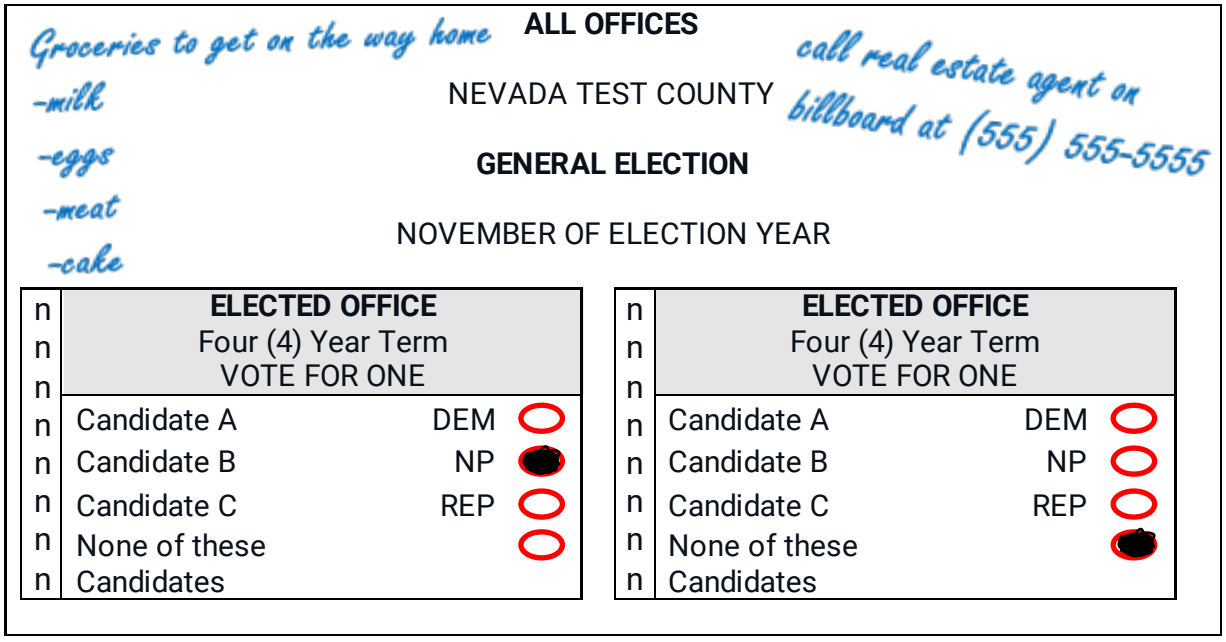
In the following examples, the ballots show soiling or defacing. In reasonable and good faith, the soiling and defacing appear to be inadvertent. All the valid votes on the ballot should be counted unless the soiling or defacing make it impossible to determine the intent of the voter. The following ballot contains soiling that does not appear to be intentional. Furthermore, the soiling does not hinder the ability to read and interpret the voter's selections, such as the coffee ring covering a designated space that might otherwise be marked. All valid votes that can be identified should be counted.



Identifying Marks on the Ballot

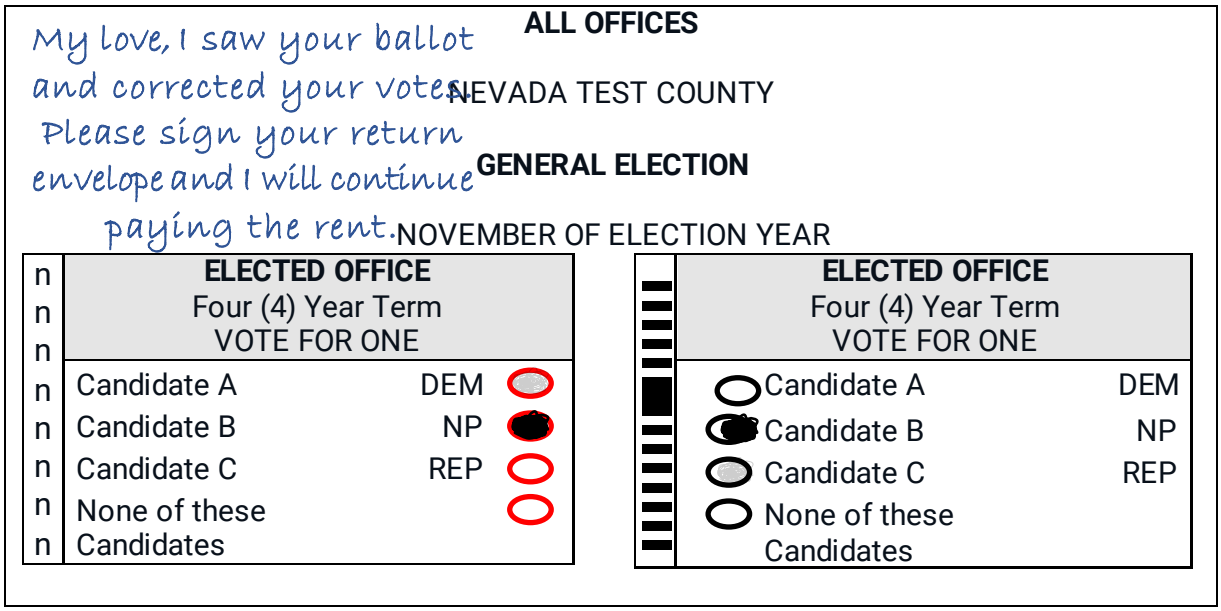
There are a few types of identifying marks. Three examples are provided below, including unintentional notes, unlikely tampering, and influence.

In the example below, the voter's ballot contains properly marked designated spaces but also contains handwritten marks. Although the marks could be used to potentially identify a voter, the markings appear to be notes and do not appear to intentional or tampering. All the valid votes marked on the following ballot should be counted. Additionally, the following ballot should be provided to the Ballot Duplication Board to move the valid votes to a ballot without handwritten notes before tabulation.

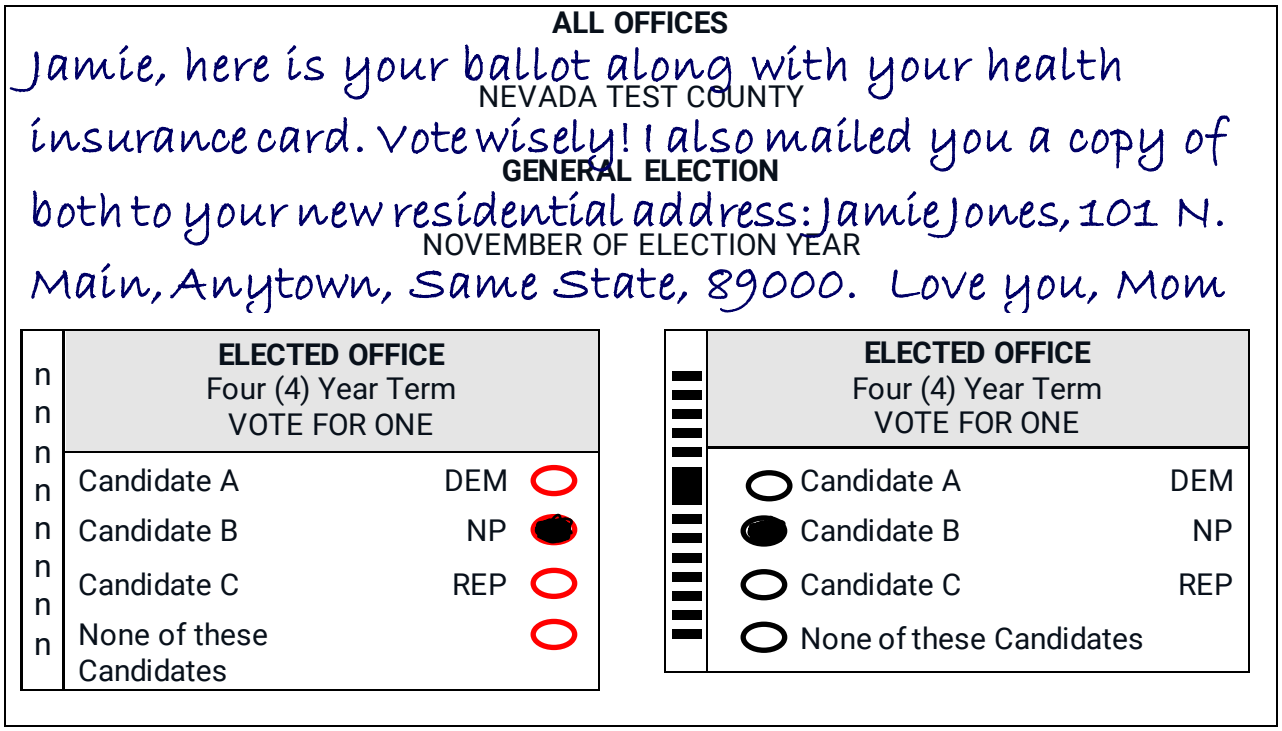


In the following example, the designated spaces on the ballot are properly marked but erasures appear (the removal of writing, recorded material, or data) in other designated spaces and there is a handwritten note. The handwritten note does not identify the voter and suggests potential influence on the voter's selections. All the valid votes on the ballot should be counted. The votes should be counted because the markings do not identify the voter, and the voter submitted the ballot. The decision to withhold a ballot for potential influence, whether accepted or undue, is not the responsibility when applying voter intent. The voter has options to report any potential fraud or undue influence via other avenues.

The following ballot should be provided to the Ballot Duplication Board to move the valid votes to a ballot without handwritten notes before tabulation.



In the following example, the ballot is properly marked but the ballot contains handwritten notes in the header that clearly identify the voter. Nevada law requires rejecting any paper ballot that has been marked in a way that identifies the voter. Although clearly unintentional, a reasonable person would be able to identify the voter as a person by the full name “Jamie Jones” but also identifies the voter’s residential address. This ballot must be rejected by the Ballot Inspection Board and no votes may be counted, even if properly marked.



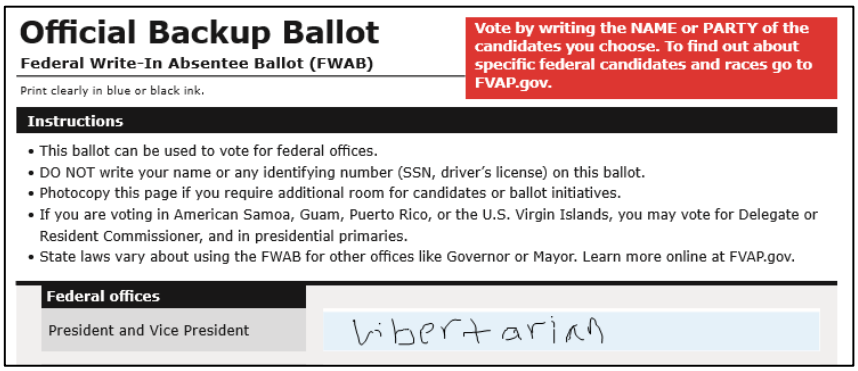
Write-In Votes

Nevada does not allow Write-In votes. NRS 293.270(2), requires voting only upon candidates whose names appear upon the ballot, and no person may write in the name of an additional candidate for any office.

Federal Write-in Absentee Ballot (FWAB)

Writing In the Name of a Political Party

In the example below, the voter wrote in the name of a political party in a partisan general election on the Federal Write-In Absentee Ballot or FWAB. This should be counted as a valid vote for the candidate of the written-in political party in the designated contests.



Official Backup Ballot

Federal Write-In Absentee Ballot (FWAB)

Print clearly in blue or black ink.

Vote by writing the NAME or PARTY of the candidates you choose. To find out about specific federal candidates and races go to FVAP.gov.

Instructions

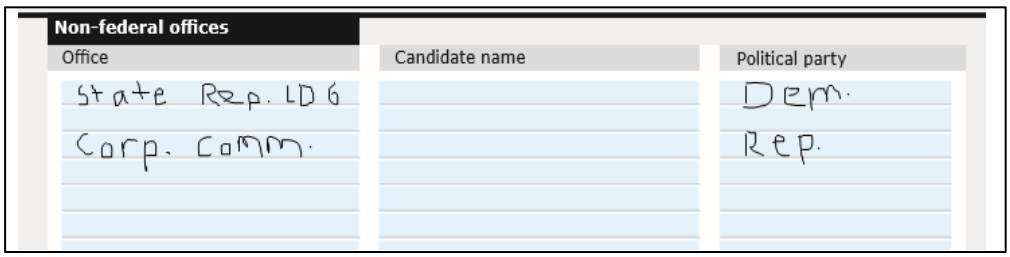
- This ballot can be used to vote for federal offices.
- DO NOT write your name or any identifying number (SSN, driver's license) on this ballot.
- Photocopy this page if you require additional room for candidates or ballot initiatives.
- If you are voting in American Samoa, Guam, Puerto Rico, or the U.S. Virgin Islands, you may vote for Delegate or Resident Commissioner, and in presidential primaries.
- State laws vary about using the FWAB for other offices like Governor or Mayor. Learn more online at FVAP.gov.

Federal offices

President and Vice President	libertarian

Writing the Name of a Political Party in a "Vote for Two" Contest

If the voter can choose more than one candidate in a partisan contest and the voter wrote in the name of a political party on the Federal Write-In Absentee Ballot or FWAB, it should be counted as a valid vote for each candidate printed on the ballot for that race for the written- in political party. In the example below, the vote should be counted as a valid vote for each Democratic candidate qualified to appear on the ballot for State Representative and each Republican candidate qualified to appear on the ballot for Commissioner.



Non-federal offices

Office	Candidate name	Political party
State Rep. LD 6		Dem.
Corp. Comm.		Rep.

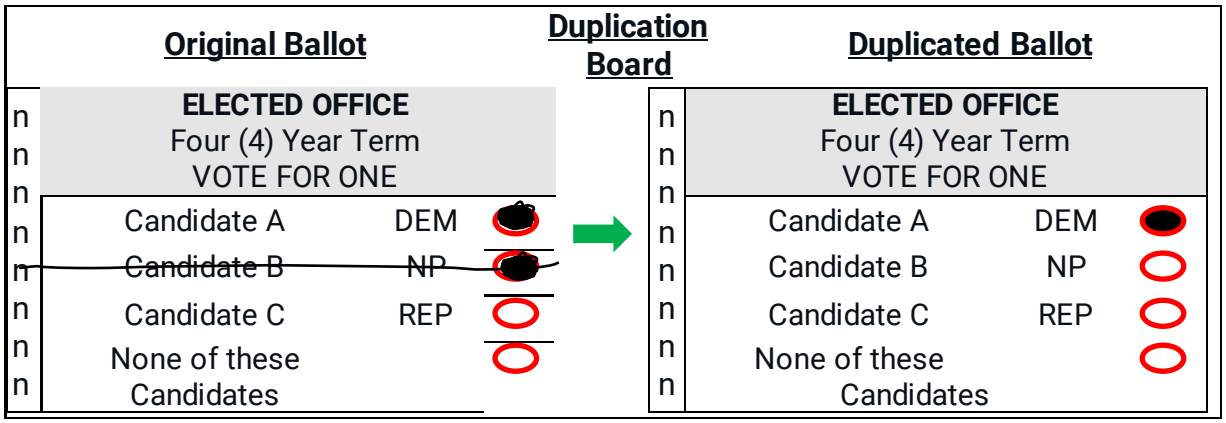
Pattern of Partisan Voting

Voter intent in any single contest should not be determined based on a pattern of partisan voting in other contests on the ballot. For example, the fact that a voter voted exclusively or primarily for candidates of one political party in other contests should not be used to conclude that the voter intended to vote for the candidate of that party in a particular contest where the voter's intent is otherwise unclear.

Ballot Duplication

Upon determination a vote is properly marked or properly corrected, *and* no ambiguity exists as to the intent of voter, the ballot may be duplicated by the duplication board in order to be submitted for tabulation in the same manner.

The following example illustrates how the removal of the ballot correction via ballot duplication allows the duplicated ballot to be resubmitted for tabulation in the same manner.



Ballot Tabulation Equipment

Votes in Nevada are cast either electronically or on a paper ballot. Votes cast electronically are recorded during early voting or on Election Day in-person at a polling location or vote center. Votes cast on paper ballots are submitted by-mail or in-person during early voting or on Election Day. Local election officials, in consultation with the County Board of Commissioners, may decide which methods and sources are used in their jurisdiction. For more information about the specific ballot tabulation equipment approved for use and currently in use, see the section about Voting Systems.

Hand Counts

County Hand Counts & Tally Teams

If a county or city clerk opts out of using tabulation equipment during an election or is unable to use the EAC and SOS-certified equipment, they must, conduct a hand count of the ballots voted in the election following the procedures in this section ensuring accuracy and reliability of the results NAC 293.

County clerk's may, in consultation with the board of county commissioners, conduct a hand count of the ballots voted in an election for:

- All contests on the ballot;
- A specified number of contests on the ballot, as determined by the clerk; or
- A specified sample of the precincts in the city or county, as determined by the clerk.

If a hand count is conducted, the hand count must:

- Be completed on or before the seventh day following the election; and
- Be conducted using the forms prescribed by the Secretary of State for tallying the results of the hand count.

A clerk may use an electronic tabulator to validate the results of the hand count.

The clerk shall establish a sufficient number of hand count tally team to conduct the hand count. Each hand count tally team must consist of at least four election board officers, who must not all be of the same political party, as follows:

- One election board officer, appointed as the reviewing clerk, to review the conduct of the hand count tally team;
- One election board officer, appointed as the verification clerk, to ensure that the ballots are tallied correctly; and
- Two election board officers, known as the tally clerks, to separately record the votes on the appropriate tally form.

To the extent practicable, at least one election board officer on each hand count tally team must be a registered voter whose political party affiliation is nonpartisan.

In addition to the election board officers appointed to a hand count tally team, the clerk may appoint to a hand count tally team:

- One election board officer to supervise the overall conduct of the hand count, including, without limitation, tracking the progress of the hand count, ensuring compliance with this regulation, and reporting any issues or concerns to the clerk; and
- One election board officer to supervise and ensure compliance with the requirements for observation of the hand count by the general public, including, without limitation, ensuring that the general public is able to observe the hand count and ensuring that the general public does not distract or interfere with the hand count tally team.

An election board officer appointed to a hand count tally team:

- May not work more than 8 hours in a 24-hour period;
- Must wear a short-sleeve shirt or a shirt with sleeves rolled above the elbows so that the arms are bare from the elbow down at all times while working his or her shift; and
- Must wear gloves at all times while working his or her shift.

Each hand count tally team must be positioned around a single workspace and maintain a distance of not less than 10 feet from the center of the table to the center of any other table containing a hand count tally team to reduce the risk of overhearing the other hand count tally team counting the ballots. Hand count tally teams are allowed to talk but must not read the votes aloud to be tallied or discuss information concerning the tallied number of votes.

Before conducting a hand count of the ballots voted in an election, the election board officers must prepare to count the ballots in accordance with the requirements of NRS 293.363.

After the ballots are prepared for counting, the election board may use an electronic tabulator to calculate the results of the tally of the votes cast in a contest on the ballot.

A hand count of the ballots must be tallied at least twice by the hand count tally team appointed pursuant to this regulation for each contest on the ballot that will be hand counted. The results of each tally of the ballots for each contest must match exactly. If the results do not match, the hand count must be conducted again until the results match one of the previous tallies.

In addition to the requirements of NRS 293.367 to NRS 293.370, inclusive, each hand count tally team shall process the ballots in the following manner:

- For a presidential preference primary election, the ballots must be sorted by each major political party to be tallied separately, with a tally form for each candidate listed on the ballot for each respective political party.
- For a primary election, the ballots must be sorted by political party and nonpartisan ballots to be tallied separately, with a Republican tally form, a Democrat tally form, and a nonpartisan tally form.
- The ballots must be divided into separate stacks containing not more than 25 ballots per stack. Each stack must be tallied separately.

Each tally clerk shall silently read to themselves from each ballot the choice of the voter, as indicated by the writing in the designated space on the ballot that indicates the voter's intent, including, without limitation, a cross or check.

After silently reading each ballot, the tally clerk shall:

- Tally the vote on the appropriate tally form, depending on whether the ballot has been cast in a presidential preference primary, primary or general election. If the election is a presidential preference primary election, the tallied votes should be noted on the form for the applicable candidate for the applicable political party. If the election is a primary election, the tallied votes should be noted on the tally form for the applicable political party or the nonpartisan tally form.
- Place a short perpendicular hash mark on the tally form opposite the name of the candidate or ballot question voted for the first through fourth vote for the same candidate or ballot question.
- For every fifth vote for the same candidate or ballot question, place a horizontal hash mark through the previous four perpendicular hash marks.

After tallying each ballot, the tally clerk shall lay the ballot face down on the table to distinguish the counted ballot from the uncounted ballots. After each stack of ballots is counted, the tally clerk shall exchange the stack of tabulated ballots with the other tally clerk on the hand count tally team. Once both tally clerks have counted a stack of ballots, the reviewing clerk shall ensure the ballots are tied with a string or bound with a paper clip, binder clip or rubber band in a stack of not more than 25 ballots.
The verification clerk shall oversee the work of the two tally clerks to ensure that the tally count matches the same stack of ballots. If the count of the tally clerks:

- Matches, the tally must continue.
- Does not match, the reason for the discrepancy must be identified and corrected before the hand count tally team may continue tallying.

The Office of the Secretary of State may supervise or assist in a hand count of the ballots voted if requested by a clerk, but the clerk is the party responsible for the hand count. The clerk shall provide all writing devices to a hand count tally team conducting a hand count. A member of a hand count tally team may not use or bring any other writing device to the physical location where the ballots will be hand counted.

The writing devices provided by the clerk:

- Must be uniform in color and style;
- Must not write in blue or black ink; and
- Must not be pencils.

City Hand Counts & Tally Teams

Each city clerk may, in consultation with the governing body of the city, conduct a hand count of the ballots voted in a city election for:

- All contests on the ballot;
- A specified number of contests on the ballot, as determined by the city clerk; or
- A specified sample of the precincts in the city, as determined by the city clerk.

If a hand count is conducted it must:

- Be conducted in accordance with the requirements of this regulation;
- Be completed on or before the seventh day following the city election; and
- Be conducted using the forms prescribed by the Secretary of State for tallying the results of the hand count.

A city clerk may use an electronic tabulator to validate the results of the hand count.

The city clerk shall establish a sufficient number of hand count tally teams to conduct the hand count. Each hand count tally team must consist of at least four election board officers, who must not all be of the same political party, as follows:

- One election board officer, appointed as the reviewing clerk, to review the conduct of the hand count tally team;
- One election board officer, appointed as the verification clerk, to ensure that the ballots are tallied correctly; and
- Two election board officers, appointed as the tally clerks, to separately record the votes on the appropriate tally form.

To the extent practicable, at least one election board officer on each hand count tally team must be a registered voter whose political affiliation is nonpartisan.

In addition to the election board officers appointed to a hand count tally team, the city clerk may appoint to a hand count tally team:

- One election board officer to supervise the overall conduct of the hand count, including, without limitation, tracking the progress of the hand count, ensuring compliance with the requirements of this regulation and reporting any issues or concerns to the city clerk; and
- One election board officer to supervise and ensure compliance with the requirements for observation of the hand count by the general public, including, without limitation, ensuring that the general public is able to observe the hand count and ensuring that the general public does not distract or interfere with the hand count tally team.

An election board officer appointed to a hand count tally team:

- May not work more than 8 hours in a 24-hour period;
- Must wear a short-sleeve shirt or a shirt with sleeves rolled above the elbows so that the arms are bare from the elbow down at all times while working his or her shift; and
- Must wear gloves at all times while working his or her shift.

Each hand count tally team must be positioned around a single workspace and maintain a distance of not less than 10 feet from the center of the table to the center of any other table containing a hand count tally team to reduce the risk of overhearing the other hand count tally team counting the ballots. Hand count tally teams are allowed to talk but must not read out loud the votes to be tallied or discuss information concerning the tallied number of votes.

Before conducting a hand count of the ballots voted in a city election, the election board officers must prepare to count the ballots in accordance with the requirements of NRS 293C.362.

After the ballots are prepared for counting, the election board may use an electronic tabulator to calculate the results of the tally of the votes cast in a contest on the ballot.

A hand count of the ballots must be tallied at least twice by the hand count tally team appointed pursuant to this regulation for each contest on the ballot that will be hand counted. The results of each tally of the ballots for each contest must match exactly. If the results do not match, the hand count must be conducted again until the results match one of the previous tallies.

In addition to the requirements of NRS 293C.367 to NRS 293C.372, inclusive, each hand count tally team shall process the ballots in the following manner:

- The ballots must be divided into separate stacks containing not more than 25 ballots per stack. Each stack must be tallied separately.
- Each tally clerk shall silently read to themselves from each ballot the choice of the voter, as indicated by the writing in the designated space on the ballot that indicates the voter's intent, including, without limitation, a cross or check.

After silently reading each ballot, the tally clerk shall:

- Tally the votes on the tally form;
- Place a short perpendicular hash mark on the tally form opposite the name of the candidate or ballot question voted for the first through fourth vote for the same candidate or ballot question;
- For every fifth vote for the same candidate or ballot question, place a horizontal hash mark through the previous four perpendicular hash marks.

After tallying each ballot, the tally clerk shall lay the ballot face down on the table to distinguish the counted ballot from the uncounted ballots. After each stack of ballots is counted, the tally clerk shall exchange the stack of tabulated ballots with the other tally clerk on the hand count tally team. Once both tally clerks have counted a stack of ballots, the reviewing clerk shall ensure the ballots are tied with a string or bound with a paper clip, binder clip or rubber band in a stack of not more than 25 ballots.

The verification clerk shall oversee the work of the two tally clerks to ensure that the tally count matches for same stack of ballots. If the count of the tally clerks:

- Matches, the tally must continue.
- Does not match, the reason for the discrepancy must be identified and corrected before the hand count tally team may continue tallying.

The Office of the Secretary of State may supervise or assist in a hand count of the ballots voted if requested by a city clerk, but the city clerk is the party responsible for the hand count.

The city clerk shall provide all writing devices to a hand count tally team conducting a hand count. A member of a hand count tally team may not use or bring any other writing device to the physical location where the ballots will be hand counted. The writing devices provided by the city clerk:

- Must be uniform in color and style;
- Must not write in blue or black ink; and
- Must not be pencils.

Tally Lists

When all of the votes have been counted, the counting board officers shall produce a tally list organized by precinct and ballot type indicating the number of votes that each candidate received. The votes for and against any question submitted to the election must be entered in the same manner. Before each counting board adjourns a copy of the voting results shall be posted in a conspicuous place outside the counting location. All results are “unofficial” until signed as certified and official results by the board of county commissioners.

Canvass of Returns

County Canvass/Abstract

As soon as the returns from all the precincts and districts have been received by the board of county commissioners, the board shall meet and canvass the returns. The canvass must be completed on or before the tenth (10) day following the election.

The county clerk/registrar of voters must, as soon as the result is declared and entered upon the records of the canvass board, prepare and transmit a copy of the certified abstract of results and a mechanized report of the abstract to the Secretary of State.

Statewide Canvass/Abstract

The Secretary of State prepares a canvass of the official county abstracts of the vote. The statewide canvass of the vote combines vote totals for state, federal, and other multi-jurisdictional contests, and ballot questions.

The Secretary of State shall, immediately after any primary election, compile the returns for all candidates voted for in more than one county. The Secretary of State shall make out and file in his or her office an abstract thereof and shall certify to the county clerk of each county the name of each person nominated, and the name of the office for which the person is nominated.

On the fourth Tuesday of November after each general election, the justices of the Supreme Court, or a majority thereof, shall meet with the Secretary of State, and canvass the vote for the number of presidential electors to which this State may be entitled, United States Senator, Representative in Congress, members of the Legislature, state officers who are elected statewide or by district, district judges, or district officers whose districts include area in more than one county and for and against any question submitted.

Certificates of Election for State & Federal Electors

Certificates of Election for Assembly/Senate

Clerks will prepare the list of elected officials requiring a Certificate of Election and forward them to the Governor. The Governor then prepares the Certificates of Election and returns them to the Clerks of the Assembly/Senate, when completed. Once the Elected Officials have been sworn in and the certificates signed, the clerks of the Assembly/Senate will forward the signed Certificates of Election to the Secretary of States office, who maintains the original copies.

Certificates of Election General Information

The Secretary of States office prepares the list of elected officials requiring Certificates of Election and forwards it to the Governor's office. The Governor then prepares the Certificates of Election, and returns them to the SOS, to be sent to the elected official to be sworn in and signed.

Prior to sending the list of names to the Governor, contact each elected official to confirm the names on the Certificate of Election are correct, and ask if they prefer to be sworn by an *Oath* or *Affirmation*.

List to Governor's Office:

- Candidate Name (as it appears on certificate of election)
- Elected Office
- Oath or Affirmation

After the Governor's office prepares and returns the certificate to the Secretary of States office. Mail the Certificate of Election with a *letter if instruction* to the elected official, advising them they need to schedule an appointment with the appropriate authority to be sworn in and sign their Certificate of Election.

One of the original signed Certificates of Election must be returned to the Secretary of State's office, for filing.

Number of Original Certificates of Election Required:

- Federal Offices – three (3) original copies (Washington, elected official & SOS office)
- State/Judicial – two (2) original copies (elected official & SOS office)
- Assembly/Senate – three (3) original copies (Legislature, elected official & SOS office)

Certificate of Election for the U.S. of Representative:
The Office of the Clerk (U.S. House of Representatives) Washington, D.C. will send a letter of instruction to the Secretary of State, regarding submitting the Certificates of Election to them.

Certificate of Election for the U.S. Senate:
The Office of the Clerk (United States Senate) Washington, D.C. will send a letter of instruction to the Secretary of State, regarding submitting the Certificates of Election to them.

Filing Vacancies and their Certificates of Appointment

- Newly elected, vacated seat (example: Dennis Hof was elected to the Assembly in 2018, but passed away before taking office, creating a vacation in his seat)
- A certificate of election is still prepared and delivered to the respective House; however, it is not completed with the swearing in, due to the elected official passing away.
    - NRS 218A.220; NRS 218A.260
        - The newly appointed replacement will be issued a *Certificate of Appointment* by the respective Board of County Commissioners. The clerk will prepare and send the Certificate to the appointee. Once returned, the County Clerk should then forward the Certificate to the Governor, who will issue a formal *Certificate*, certifying the duly appointed.

Recounts

Presidential Elector Recount Demand

A recount of the vote for the presidential preference primary election may be demanded pursuant to NRS 293.403 within 3 working days after the Secretary of State certifies the number of votes received by each qualified candidate pursuant to NRS 298.720.

A candidate for the office of presidential elector may demand and receive a recount of the vote to determine the number of votes received for the candidate and the number of votes received for the person who won the election if, on or before the 13th day following the election, the candidate who demands the recount NRS 293.424:

- Files a demand of recount in writing with the Secretary of State; and
- Deposits the estimated costs of the recount, with the Secretary of State, as determined by the Secretary of State.

A recount must be commenced within one (1) day after the demand is filed and it must be completed within five (5) days after the recount began.

The following requirements apply:

- A candidate for the office of presidential elector or any registered voter of this State may contest the election of a candidate to the office of presidential elector. To contest the election, the candidate or registered voter, as applicable, must file with the clerk of the district court a written statement of contest not more than 2 working days after the canvass of the returns by the Supreme Court;
- The statement of contest must be prepared in accordance with NRS 293.407;
- The court shall set the matter for a hearing not more than 5 days after the filing of the statement of contest and must determine the results of the contest before the deadline to issue and submit the certificate of ascertainment pursuant to 3 U.S.C. § 5. Election contests take precedence over all regular business of the court in order that results of elections shall be determined as soon as practicable;
- The court may refer the contest to a special master in the manner provided by the Nevada Rules of Civil Procedure, and such special master shall have all powers necessary for a proper determination of the contest.

Recounts for Statewide, Multi-County, County & City Contests

This section contains general information relating to all recounts. The provisions governing recounts are found in Nevada Revised Statutes NRS 293.400 through NRS 293.423 and in Nevada Administrative Code NAC 293.361 through NRS 293.375.

For race specific recount information, please refer to the sections below relating to statewide recounts, multi-county district recounts, single county district recounts and city recounts. For specific information on election contests, see the section below relating to contests.

A recount is a recount of votes cast at an election. If two or more candidates receive an equal number of votes, which is sufficient for the election of one or more but fewer than all of them to the office, the candidate elected must be determined as follows:

In a general election for a United Stated Senator, Representative in congress, state officer who is elected statewide or by district, district judge, or district officer whose district includes area in more than one county, the Legislature shall, by joint vote of both houses, elect one of those persons to fill the office.

In a primary election for a United States Senator, Representative in Congress, state officer who is elected statewide or by district, district judge, or district officer whose district includes area in more than one county, the Secretary of State shall summon the candidates who have received the tie votes to appear before the Secretary of State at a time and place designated by the Secretary of State and the Secretary of State shall determine the tie by lot. If the tie vote is for the office of Secretary of State, the Governor shall perform these duties.

For any office of a county, township, incorporated city, city organizer under a special charter where the charter is silent as to determination of a tie vote, or district which is wholly located within one county, the county clerk shall summon the candidates who have received the tie votes to appear before the county clerk at a time and place designated by the county clerk and determine the tie by lot. If the tie vote is for the office of county clerk, the board of county commissioners shall perform these duties.

The summons must be mailed to the address of the candidate at least five (5) days before the day fixed for the determination of the tie vote and must contain the time and place where the determination will take place NRS 293.400.

Statewide, multi-county and single county recounts must include a count and inspection of all ballots, including rejected ballots, and must determine whether all ballots are marked as required by law. All ballots must be recounted in the same manner in which the ballots were originally tabulated NRS 293.404(3).

Requesting a Recount or Contest an Election

A candidate at any election or any registered voter may request a recount and/or contest an election. For the offices of State Assembly, State Senator, Governor, Lieutenant Governor or Justice of the Supreme Court, the General Election contest must be filed with the Secretary of State NRS 293.425(1) & NRS 293.430(1). For all other election contests, the election contest is filed with the District Court in the affected county NRS 293.407(2).

An election may be contested upon any of the following grounds:

- That the election board or any member thereof was guilty of malfeasance;
- That a person who has been declared elected to an office was not at the time of election eligible to that office;
- Illegal or improper votes were cast and counted, legal and proper votes were not counted, or a combination of the circumstances occurred in an amount that is equal to or greater than the margin between the contestant and the defendant, or otherwise in an amount sufficient to raise reasonable doubt as to the outcome of the election;
- That the election board, in conducting the election or canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected;
- That the defendant or any person acting, either directly or indirectly, on behalf of the defendant has given, or offered to give, to any person anything of value for the purpose of manipulating or altering the outcome of the election;
- That there was a malfunction of any voting device or electronic tabulator, counting device or computer in a manner sufficient to raise reasonable doubts as to the outcome of the election NRS 293.410.

With the exception of the Assembly, State Senate, Governor, Lieutenant Governor, and Justice of the Supreme Court, the court shall set the contest hearing not less than five (5) days nor more than ten (10) days after the filing of the statement of contest. Election contests shall take precedence over all regular business of the court NRS 293.413(2).

Except where the contest involves the General Election for the office of the Governor, Lieutenant Governor, Assemblyman, Assemblywoman, State Senator, Justice of the Supreme Court or Judge of the Court of Appeals, a candidate or voter who wishes to contest an election, including election to the office of presidential elector, must file a statement of contest with the District Court Clerk no later five (5) days after a recount is completed and no later than fourteen (14) days after the election if no recount is demanded.

The written statement must include the following:

- The name of the contestant and that the contestant is a registered voter of the political subdivision in which the election to be contested or part of it was held;
- The name of the defendant;
- The office to which the defendant was declared elected;
- The particular grounds of contest and the section of Nevada Revised Statutes pursuant to which the statement is filed; and
- The date of the declaration of the result of the election and the body or board which canvassed the returns.

The contestant in a contest of a General Election for an Assemblyman, Senator, Governor Lieutenant Governor or Justice of the Supreme Court must file a written statement with the Secretary of State no later than five (5) days after a recount is completed or no later than fourteen (14) days after the election if no recount is demanded.

The contestant in a contest of a General Election for an Assemblyman or Senator may amend the statement of contest filed by filing an amended statement of contest on or before December 15th of the year immediately preceding a regular legislative session. The Secretary of State shall deliver the statement of contest to the presiding officer of the appropriate house of the Legislature on the day of the organization of the Legislature. The contestant may withdraw his/her statement of contest before the contest has been decided by giving written notice to the Secretary of State, who shall dismiss the contest. The contest, if not dismissed, must be heard and decided by that house of the Legislature. If, after hearing the contest, the house decides to declare the contestant elected, the Governor shall execute a certified of election and deliver it to the contestant. The certificate of election previously issued to the other candidate is void NRS 293.425; NRS 293.427; NRS 293.413(1).

The statement of contest for General Election contests involving the office of the Governor, Lieutenant Governor, or Justice of the Supreme Court will be delivered by the Secretary of State to the Speaker of the Assembly on the day of the organization of the Legislature.

A joint session of both houses must be convened within ten (10) days of receipt of the statement of contest. The contests shall be decided by the majority vote of the elected membership of both houses within thirty (30) days after the contest hearing is begun. If the houses decide to declare the contestant elected, the Secretary of State shall execute and deliver a certificate of election to the contestant. The certificate of election previously issued to the other candidate is void NRS 293.413(1); 293.430; 293.433; 293.435.

If the contest is dismissed for insufficiency or for lack of prosecution, or if the court confirms the election, the person who filed the contest is responsible for the court costs. IF the election is annulled or set aside for errors or malfeasance of any election official in the conduct of the election or in canvassing the returns, the costs shall be charged against the state or political subdivision in which the election was held. When an election is annulled or set aside on any other ground, the defendant (for example, the losing candidate or the election officials) is responsible for court costs NRS 293.420.

Statewide, Multi-County & County Recount Demand

Statewide races are those which are voted upon by all voters of the entire State of Nevada. The filing officer for statewide offices is the Secretary of State NRS 293.057 & 293.185. A recount cannot be demanded prior to the official canvass of the vote. A demand for a recount must be made in writing within three (3) working days after the canvass of the vote and must be filed with the Secretary of State NRS 293.403(1).

A multi-county office or multi-county ballot question is voted upon by all or part of more than one county in Nevada. The demand for a recount in this jurisdiction must be made in writing to the Secretary of State within three (3) working days of the canvass of the vote, and must include all counties which comprise the district NRS 293.403.
Single county races and single county ballot questions are those that are wholly comprised of all or part of one single county. The filing officer for the single county offices is the County Clerk/Registrar of Voters for that county NRS 293.403(1) & 293.185(2).

Not later than one (1) day before the start of a recount, the county or city clerk, as applicable, shall post a statement in his or her office that notifies the public of the date the recount board will begin the recount of votes, the time at which the recount board is expected to begin and any times during which the recount board is expected to temporarily recess during the recount of votes.

City Recount Demand

City races and city ballot questions are those that are wholly composed of all or part of one city. The filing officer for a single city recount is the City Clerk for that city NRS 293.403(1). Some cities hold their elections to coincide with state elections in even numbered years NRS 293C.115. For these cities, see information under single county recounts for timeframes. Please check with the City Clerk of the appropriate city for additional requirements the city may have.

A demand for a city recount must be made with the City Clerk within three (3) working days after the canvass of the vote. Contact the appropriate City Clerk for the scheduled date of the canvass NRS 293.403(1) & NRS 293C.387.

The demand for a recount must be accompanied by a deposit made in advance with the appropriate City Clerk of the estimated cost of the recount NRS 293.403(1)(b). Payment can generally be made in cash, cashier's check, by credit card or certified check, but verify with the City Clerk as to what type of payment they accept.

Recount Board

The County Clerk/Registrar of Voters of each county shall employ a Recount Board, which shall conduct the recount.

The County Clerk/Registrar of Voters shall act as the chairman of the Recount Board (unless the recount is for the office of County Clerk).

The County Clerk/Registrar of Voters shall unseal all ballots to be recounted and provide them to the Recount Board.

The Recount Board shall examine all of the ballots from the selected precincts to determine whether the ballots were voted in accordance with state election laws.

The recount must include a count and inspection of all ballots, including rejected ballots, to determine whether all of the ballots were marked as required by law.

Cost of a Recount

Cost of a Statewide or Multi-County Recount

The written demand must be accompanied by a deposit of the estimated cost of the recount made in advance with the appropriate filing officer. At the request of the Secretary of State, each County Clerk/Registrar of Voters shall calculate the estimated cost for that county and notify the Secretary of State of the cost in writing. The determination of estimated or actual costs of any recount must be made in accordance with NAC 293.375.

If the person who demanded the recount does not prevail and the cost of the recount is greater than the advance deposit, the person shall, upon demand by the Secretary of State, pay the deficiency. If the advance deposit is greater than the cost of the recount, the excess shall be refunded by the Secretary of State. If the person who demanded the recount prevails, the advance deposit shall be refunded in full by the Secretary of State to that person NRS 293.405(1) & (2).

Cost of a County Recount

The county in which the recount is sought shall furnish the candidate with the estimated cost of the recount upon request by the person demanding the recount NRS 293.403(3).

The determination of the estimated or actual costs of any recount must be made in accordance with NAC 293.375.

If the person who demanded the recount does not prevail and the cost of the recount is greater than the advance deposit, the person shall, upon demand by the county, pay the deficiency. If the deposit is greater than the cost of the recount, the excess shall be refunded by the county. If the person who demanded the recount prevails, the advance deposit shall be refunded in full by the county to that person NRS 293.405(1) & (2).

Cost of a City Recount

The city in which the recount is sought, shall furnish the person demanding the recount with the estimated cost of the recount upon request NRS 293.403(3).

The determination of the estimated or actual costs of any recount must be made in accordance with NAC 293.375.

If the person who demanded the recount does not prevail and the cost of the recount is greater than the advance deposit, the person shall, upon demand by the city, pay the deficiency. If the advance deposit is greater than the cost of the recount, the excess shall be refunded by the city NRS 293.405(1). If the person who demanded the recount prevails, the advance deposit shall be refunded in full by the city to that person.

Observing the Recount

The public and each candidate and/or the candidate's representative may observe the recount, but observers may not challenge ballots or interfere in any way with the determination of the Recount Board as to how ballots are counted. Observers are subject to removal if they interfere in the counting procedures.
Prior to observing the recount of votes, an observer must sign an acknowledgment conduct form for the observation of the recount of votes agreeing to the following:

- Using a mobile telephone or computer within the facility in which the recount is occurring;
- Advocating for or against a candidate, political party or ballot question;
- Arguing for or against or challenging any decisions of county or city election personnel;
- Talking to county or city election personnel other than the county or city clerk or a person designated by the county or city clerk to answer questions from any person observing the conduct of a recount of votes pursuant to this section;
- Interfering with the conduct of the recount; and
- Interfering with county or city election personnel in the performance of any duty of such personnel set forth in title 24 of NRS; and
    - May be removed from the recount facility by the county or city clerk for violating any provision of Nevada law.

The county or city clerk may, at his or her discretion may:

- Limit the number of persons in the recount facility who are observing the conduct of a recount pursuant to this section for reasons of public safety or to maintain order;
- Removal from a recount facility, a person observing the conduct of a recount pursuant NRS.

A person observing the conduct of a recount of votes may remain in an area designated by the county or city clerk to observe the recount without interfering with the recount. The designated area must allow for meaningful observation but must not be located in an area that would allow an observer to infringe on the privacy and confidentiality of the ballot of the voter.

A person observing the conduct of a recount of votes must wear a name tag denoting the person's full legal name.

The county and city clerk shall retain the signed acknowledgment described for at least 180 days after the recount observed by the person who signed the acknowledgment.

A County Clerk/Registrar of Voters may request the Secretary of State or his designated representative to observe the recount NAC 293.371.

Results of a Recount

The results of a recount must be canvassed within five (5) working days after completion of the recount NAC 293.365. After the canvass of the recount is completed, the County Clerk/Registrar will notify the Secretary of State of the results. The Secretary of State will release the results to the public when the results from all affected counties are received NRS 293.387.

Recount Withdrawal Request

A withdrawal of a demand for a recount must be made in writing to the appropriate filing officer and can be requested at any time before the completion of the recount. However, a person who withdraws the demand for a recount may not request a new recount or that the recount begin again NAC 293.371. That person will also be responsible for the costs accrued by the county or city up until the recount is stopped.

This section contains information specific to statewide office and statewide ballot question recounts only. Statewide races are those which are voted upon by all voters of the entire state of Nevada. The filing officer for statewide offices is the Secretary of State NRS 293.057 and NRS 293.185.

CHAPTER 11
AUDITS, REPORTING & SURVEYS

TABLE OF CONTENTS

County & City Reporting Requirements....355
Plan for Voter Registration Applications....355
Establishment of Tribal Polling Places & Ballot Drop Boxes....356
Opt-Out Notice for Tribal Polling Places & Ballot Drop Boxes....357
Plan for Disposition of Mail Ballots....357
Plan Ensuring Accuracy & Security of Voting....357
Plan for Opening & Closing Polls & Submitting Election Results....358
County Clerk Plan for Conducting a Hand Count....359
City Clerk Plan for Conducting a Hand Count....360
Contingency Plan....361
Plan for Ballot Drop Box Locations....362
Plan for Damaged Ballot Drop Boxes....363
Security of Ballots, Results Cartridges & VVPAT's....363
Confirmation of Accessibility Requirements....364
Transmission of UOCAVA Ballots....364
Distribution of Mail Ballots....364
Logic & Accuracy Testing of Electronic Roster....365
Notification of Opening & Closing of Polls....366
Costs Associated with Ballot Drop Boxes/Retrieval Teams....366
Mail Ballot & Same Day Registration Reporting....367
Plan Relating to the Conduct of a Recall/Special Election....367
County Reimbursement Claims....368
Reimbursement of Ballot Stock....368
Postelection Audit for Verification of Operating Systems....368
Risk-Limiting Audit....369
Legislative Process Report....370
U.S. Election Assistance Commission (EAC) Survey....371

County & City Reporting Requirements

Plan for Voter Registration Applications

On or before December 31 of each year, each county clerk shall submit to the Secretary of State for approval a plan for the upcoming year which indicates the public locations at which applications for registration by mail will be made available to the public. The plan must include a description of the method to be used to monitor the supply of forms at each such location NAC 293.445.

In addition, the plan must establish a procedure to account for each such form by its control number at each public location and a procedure for controlling the bulk distribution of the forms, including:

- The keeping of related records;
- The training of the persons who will be distributing the forms; and
- Plans for the contingent acquisition of forms in the event that the supply becomes depleted.

If no change is requested in the plan which was approved for the prior year, the clerk may resubmit the plan for the upcoming year. If the county clerk resubmits the plan, the county clerk must indicate that fact on the form prescribed by the Secretary of State .

The Secretary of State will review each plan submitted, not later than 15 days after the plan is submitted and notify each clerk if the plan meets the requirements of NAC.

Establishment of Tribal Polling Places & Ballot Drop Boxes

Not later than **August 1 of each odd-numbered year**, each county clerk/registrar of voters shall schedule a meeting with each Indian tribe located in whole or in part within their county to discuss the details for the next regularly scheduled election, without limitation:

- The establishment and operation of polling places, temporary branch polling places or ballot drop boxes within an Indian reservation or Indian colony and the size requirements for any such polling places and temporary branch polling places;
- The dates and times of the upcoming elections for which polling places, temporary branch polling places or ballot drop boxes may be established;
- The deadlines relating to the next regularly scheduled election cycle for the Indian tribe to submit a request pursuant to NRS 293.2733, NRS 293.3572, NRS 293C.2675 and NRS 293C.3572 for the establishment of polling places, temporary branch polling places or ballot drop boxes;
- Responsibilities for the recruitment of election board officers; and
- Any other information relating to the establishment and operation of polling places, temporary branch polling places and ballot drop boxes.

Not later than **September 1 of each odd-numbered year**, each county clerk/registrar of voters shall confirm any details relating to the establishment and operation of a polling place, temporary branch polling places or ballot drop boxes. Such a meeting may address, without limitation:

- Whether the Indian tribe will request or has requested to establish any polling places, temporary branch polling places or ballot drop boxes within an Indian reservation or Indian colony and the size requirements for any such polling places and temporary branch polling places;
- The days and hours of any polling place or temporary branch polling place established within an Indian reservation or Indian colony;
- Election board officers for any polling place or temporary branch polling place established within an Indian reservation or Indian colony; and
- The deadlines relating to the next regularly scheduled election cycle for the Indian tribe to submit a request pursuant to NRS 293.2733, NRS 293.3572, NRS 293C.2675 and NRS 293C.3572; and
- On an ongoing basis during the year of an election if an Indian tribe elects to establish any polling places or temporary branch polling places within an Indian reservation or Indian colony.

Opt-Out Notice for Tribal Polling Places & Ballot Drop Boxes

An Indian tribe may elect not to have a polling place and ballot drop box established within the boundaries of an Indian reservation or Indian colony for the day of a primary election, presidential preference primary election or general election by submitting notice to the county clerk on or before NRS 293.2733:

- If the notice is for a primary election, January 15 of the year in which the primary election is to be held.
- If the notice is for a presidential preference primary election, September 15 of the year immediately preceding the year of the presidential preference primary election.
- If the notice is for a general election, June 15 of the year in which the general election is to be held.

Plan for Disposition of Mail Ballots

Not later than 90 days before each election, election officials must submit a plan for approval to the Secretary of State setting forth the procedures, the clerk will use for the disposition of mail ballots in case of an emergency. In the case of an emergency, the Secretary of State may order one or more polling places to be used to accommodate voters who are unable to vote at their polling place, due to an emergency NAC 293.321.

If no changes are being made to the plan, the county clerk may resubmit the plan for a subsequent election. If the county clerk resubmits the plan, the clerk must indicate that fact on a form prescribed by the Secretary of State. The Secretary of State will review each plan submitted, not later than 15 days after the plan is submitted, and notify the clerk whether the plan complies with the requirements of NAC 293.321.

Plan Ensuring Accuracy & Security of Voting

County and city election officials must submit a plan to the Secretary of State, ensuring the accuracy and security of voting, **not later than 90 days before** any election, that includes the following:

- Procedures to carry out the provisions NRS 293.247(3) concerning the procedures to be used to ensure the security of the ballots, results cartridges, VVPATs, blank ballot stock, chain-of-custody documents and access controls;
- Include any forms, schedules logs or checklists that are referenced in the plan;

If there is no change to the plan for the previous election, the county clerk or city clerk is not required to submit another plan to the Secretary of State. The county or city clerk must notify the Secretary of State, in writing, if there is no change to the plan.

The Secretary of State's Office will review and approve or disapprove each county or city plan, no later than 15 days after receiving the submitted document.

As used in this section, “ballot stock” means:

- The paper upon which a ballot is printed on which a voter directly indicates his or her vote; and
- The materials included with a mail ballot, including, without limitation, the mail ballot, return envelope, envelope or sleeve into which the mail ballot is inserted to ensure its secrecy and voter instructions.

Plan for Opening & Closing Polls & Submitting Election Results

Each county clerk shall submit a plan to the Secretary of State for approval setting forth the procedures that the county clerk will use for:

- Opening and closing all polling places within the jurisdiction of the county clerk; and
- Notifying the Secretary of State of election results tabulated during the period for early voting and received on the day of election.

The plan must be submitted to the Secretary of State for approval **not later than 90 days before** each election. If no changes are being made to the plan, the county clerk may resubmit the plan for a subsequent election. If the county clerk resubmits the plan, the clerk must indicate that fact on a form prescribed by the Secretary of State.

The Secretary of State will review each plan submitted, not later than 15 days after the plan is submitted, and notify the clerk whether the plan complies with the requirements of NAC 293.217.

County Clerk Plan for Conducting a Hand Count

The Secretary of State will make available to the clerk the forms for tallying the results of the hand count not less than 90 days before the date of the election.

If a clerk intends to conduct a hand count, the clerk shall submit to the Secretary of State, **not later than 90 days before** the date of the election, a plan for conducting the hand count.

The plan must include, without limitation:

- A detailed description of how the hand count will be conducted in order to meet the applicable deadlines set forth in this chapter and title 24 of NRS for counting ballots;
- The total number of election board officers and hand count tally teams appointed that will be required to complete the hand count;
- The work schedule for the hand count, which must not be more than 16 hours in a 24- hour period. There must not be more than two separate 8-hour shifts;
- The physical location where the ballots will be hand counted and a scale diagram depicting the planned setup of the location;
- An estimated list of any items necessary to conduct the hand count, which must include, without limitation;
- Whether all such items are currently in the possession of the county and, if not, the date by which any such items will be obtained by the county; and
- The estimated cost to the county to obtain the necessary items.

Any amendment to the plans for the observation of the hand count by members of the general public in accordance with NRS 293B.353 and NAC 293.356 and the plan submitted pursuant to NRS 293B.354.

A plan for ensuring the security of:

- The ballots consistent with the plan submitted pursuant to NAC 293B.040; and
- The election board officers who conduct the hand count;
- A list of any outside vendors hired or who may be hired to consult or assist in the preparation or operation of the hand count.

A contingency plan for:

- Completing the counting of the ballots in the event that the hand count will not be completed by the date required for the canvass of returns pursuant to NRS 293.387;
- Conducting any recount in accordance with NRS 293.404; and
- Completing any recount by the deadline set forth in NRS 293.405.

If no changes are being made to the plan, the city clerk may resubmit the plan for a subsequent election. If the city clerk resubmits the plan, the clerk must indicate that fact on the form prescribed by the Secretary of State. The Secretary of State will review each plan submitted, not later than 15 days after the plan is submitted and notify the city clerk whether the plan complies with Nevada law.

City Clerk Plan for Conducting a Hand Count

The Secretary of State will make available to the city clerk the forms for tallying the results of the hand count not less than 90 days before the date of the city election.

If a city clerk intends to conduct a hand count pursuant to this regulation, the city clerk shall submit to the Secretary of State, **not later than 90 days before** the date of the city election, a plan for conducting the hand count.
The plan must include, without limitation:

- A detailed description of how the hand count will be conducted in order to meet the applicable deadlines set forth in NAC 293 and title 24 of NRS for counting ballots;
- The total number of election board officers and hand count tally teams appointed pursuant to this regulation that will be required to complete the hand count;
- The work schedule for the hand count, which must not be more than 16 hours in a 24- hour period. There must not be more than two separate 8-hour shifts;
- The physical location where the ballots will be hand counted and a scale diagram depicting the planned setup of the location; and
- An estimated list of any items necessary to conduct the hand count, which must include, without limitation:
    - Whether all such items are currently in the possession of the city and, if not, the date by which any such items will be obtained by the city; and
    - The estimated cost to the city to obtain the necessary items.

Any amendment to the plans for the observation of the hand count by members of the general public in accordance with NRS 293B.353 and NAC 293.356 and the plan submitted pursuant to NRS 293B.354.

A plan for ensuring the security of:

- The ballots consistent with the plan submitted pursuant to NAC 293B.040; and
- The election board officers who conduct the hand count;
- A list of any outside vendors hired or who may be hired to consult or assist in the preparation or operation of the hand count.

A contingency plan for:

- Completing the counting of the ballots in the event that the hand count will not be completed by the date required for the canvass of returns pursuant to NRS 293C.387;
- Conducting any recount in accordance with NRS 293.404; and
- Completing any recount by the deadline set forth in NRS 293.405.

If no changes are being made to the plan, the city clerk may resubmit the plan for a subsequent election. If the city clerk resubmits the plan, the clerk must indicate that fact on the form prescribed by the Secretary of State. The Secretary of State will review each plan submitted, not later than 15 days after the plan is submitted and notify the city clerk whether the plan complies with Nevada law.

Contingency Plan

Each county clerk shall, **not later than 60 days before** the date of any election, submit to the Secretary of State for approval a written contingency plan for:

- Election operations in the event that election operations are significantly disrupted; and
- The tabulation of ballots in the event that the county or city, as applicable, experiences a loss of central counting equipment or the use of the central counting place.

The plan must consider all potential sources of disruption to election operations, including, without limitation:

- Systemic equipment failures or malfunctions
- Power outages
- Natural disasters or infrastructure failure
- Threats of terrorism or other civil disturbances
- Unauthorized access, intrusion or hacking into election facilities or equipment

The plan must also explain how the county clerk will ensure continuity in voting if one or more polling places become temporarily or permanently unusable during the period for early voting on the day of the election, which may include, without limitation:

- Sending voters to an alternative polling place
- Seeking a court order to extend voting hours
- Requesting that voters return to the polling place after the disruptions has been resolved

In addition, to the written contingency plan required, each county clerk shall submit to the Secretary of State for approval a written contingency plan for the tabulation of ballots in the event that the county experiences a loss of the central counting equipment or the use of the central counting place. If the county clerk invokes this contingency plan, the county clerk must notify the Secretary of State in writing not later than 12 hours after doing so.

The plan:

- Must, without limitation, identify alternative counting equipment and facilities; and
- May provide for the transport of ballots across county lines for the purpose of ballot tabulation if the ballots are inventoried and can be safeguarded by election staff and election board officers in the same manner as the ballots would be protected if the ballots were not transported.

Before each election, the county clerk shall review the existing contingency plans, pursuant to NAC 293.202, and update the plans as necessary. The plans need to be submitted to the Secretary of State's Office, and all election staff need to be briefed on the contingency plans.

If no changes are made to the contingency plans, the clerk may resubmit the plans for a subsequent election. If the clerk resubmits the plans, the clerk must indicate that on the form prescribed by the Secretary of State.

The Secretary of State will review each plan not later than 15 days, after submission and notify the clerk whether the plan complies with the requirements of NAC 293.202.

Plan for Ballot Drop Box Locations

Not **later than 45 days before** each election, the county clerk shall submit to the Secretary of State a list containing the following information for each ballot drop box established in the county NAC 293.348:

- The unique identifier of the ballot drop box as described in NAC 293.347;
- The location of the ballot drop box; and
- The dates and times during which the ballot drop box will be unlocked and accessible to persons for the submission of mail ballots.

If there is a change during an election year to any of the information submitted above, the clerk must submit an explanation for the change and an amended list not later than 24 hours after the change is made.

Plan for Damaged Ballot Drop Boxes

Not later than 90 before each election, the clerk shall develop and submit a plan for approval to the Secretary of State relating to ballot drop boxes established in the county that have been tampered with or rendered inaccessible during early voting or on election day NAC 293.351.

The plan must include, without limitation:

- Provision for the replacement of a ballot drop box that is tampered with or rendered inaccessible during early voting or on election day;
- The method that the county clerk will use to notify the public if a ballot drop box is tampered with or rendered inaccessible; and
- The location of the nearest ballot drop box to the ballot drop box that is tampered with or rendered inaccessible.

The plan must be submitted on a form prescribed by the Secretary of State. If no changes are made to the plan, the clerk may resubmit the plan for the subsequent election, indicating so on the submission form.

The Secretary of State will review each plan not later than 15 days, of submission and notify the clerk whether the plan complies with NAC.

Security of Ballots, Results Cartridges & VVPAT's

Election officials across the State are responsible for ensuring the security of all ballots, results cartridges, VVPATs, election media cartridges or memory devices, blank ballot stock, chain-of-custody documents and access controls NAC 293B.040, NRS 293.124 and NRS 293.247.

In doing so, clerks must:

- Maintain a record of the persons who are responsible for transporting the ballots, results cartridge and VVPATs from the polling place to the central counting place;
- Store ballots, results cartridges and VVPATs upon receipt in a vault or secure area that is accessible only by the county or city clerk and persons designated by the county or city clerk;
- Provide for the security and protection of the stored ballots, results cartridges and VVPATs;
- Control access to the stored ballots, results cartridges and VVPATs;
- Maintain a record of the persons allowed access to the stored ballots, results cartridges and VVPATs; and
- Require that any election board officers allowed access to the stored ballots, results cartridges and VVPATs have sworn under oath to perform their duties honestly and faithfully.

Each clerk shall, **not later than the 90th day before an election**, submit to the Secretary of State for approval using the form prescribed by the Secretary of State a plan to ensure the accuracy and security of voting in the county or city, that includes NRS 293.3594:

- Procedures to ensure the security of the ballots, results cartridges, VVPATs, blank ballot stock, chain-of-custody documents and access controls; and
- Include any forms, schedules logs or checklists that are referenced in the plan.

If there is no change from the previous election, the clerk may resubmit the plans for a subsequent election indicating so on the form prescribed by the Secretary of State. The Secretary of State will review each plan received, within 15 days, and notify the clerk of any discrepancies with NAC.

Confirmation of Accessibility Requirements

Not earlier than 45 days before an election, and not later than the first day the polls are open during the period of early voting, election officials must submit an accessibility form confirming the requirements of NRS 293.2955, will be met at each polling place.

If the location of any polling place is changed after the date the election official submits the form to the Secretary of State's Office, the accessibility form must be re-submitted not more than five (5) business days after the location change.

Transmission of UOCAVA Ballots

Not later than 45 days before an election, election officials must transmit military-overseas ballots and balloting materials to all covered voters who by that date have submitted a valid application.

If an application for a covered voter arrives after the initial transmission of ballots and ballot material to other voters, the local election official must transmit the overseas ballot and ballot material to the covered voter within two days of the application being received.

Distribution of Mail Ballots

The county clerk shall distribute mail ballots to active registered voters:

- Outside the State, **not later than 45 days before** the election.
- Within the State, **not later than 20 days before** an election.

Logic & Accuracy Testing of Electronic Roster

If a county clerk uses an electronic roster for an election, the county clerk must conduct logic and accuracy testing **not earlier than two weeks before, and not later than 5 p.m. on the day before the first day of early voting** by personal appearance, on the electronic roster, and certify to the Secretary of State that the testing was completed by the deadline set forth in NRS 293.275.

The testing required pursuant to NRS 293.275(1) must confirm, without limitation:

- That each electronic roster accurately displays:
  - The date and time;
  - The date of the election and the type of election, including, without limitation, whether the election is a presidential preference primary election, primary election, general election or special election;
  - The name of the county;
  - The number of voter files contained in the electronic roster;
  - The precinct and number of voters in the precinct, if applicable;
  - The current version of the operating system; and
  - The signature records of the voters in the county.
- For at least one electronic roster assigned to each polling place, the correct functioning of the electronic roster for the following situations:
  - A registered voter in the county who appears to vote in person who has not voted in the election;
  - A registered voter in the county who appears to vote in person where the electronic roster shows that a ballot connected to the voter has already been received or voted;
  - A person who claims to be registered to vote who cannot be located in the electronic roster;
  - A registered voter who is listed as inactive in the electronic roster;
  - A registered voter who spoils his or her ballot;
  - A registered voter who appears to vote in person and brings his or her unvoted mail ballot;
  - A registered voter who would like to change his or her political party affiliation;
  - A registered voter who would like to update his or her voter registration information; and
  - A registered voter in a county with a precinct split; and
- The correct performance of the following functions of the electronic roster:
  - Printing labels;
  - Printing activation cards or ballot cards;
  - That a ballot issued by one electronic roster is indicated as issued on other electronic rosters;
  - Preparing turnout reports;
  - Preparing daily totals; and
  - That the roster uploads correctly to the office of the county clerk.

Notification of Opening & Closing of Polls

On election day, for each election other than a city election, the county clerk/registrar of voters shall notify the Secretary of State, as soon as practicable, for the following NAC 293.217:

- The time at which each polling place within the jurisdiction of the county clerk opened on election day;
- If the opening or closing of any polling place was delayed on election day.
  - The notification must include, without limitation, an explanation of the reason for the delay.
- The time at which each polling place within the jurisdiction of the county clerk closed on election day and all registered voters waiting to vote at the time the polls closed have voted.

If a county clerk reports a delay of an opening or closing of a polling place, the county clerk shall inform the Secretary of State when the delay has been cured and the polling place has opened or closed.

A county clerk must not report any unofficial results, on election day, related to a candidate for statewide or multicounty office or a statewide or multicounty ballot question until the Secretary of State:

- Receives the notification from every county clerk/registrar of voters;
- Verifies the unofficial election results received from a county clerk; and
- Notifies each clerk that they may report the unofficial results.

Costs Associated with Ballot Drop Boxes/Retrieval Teams

The county clerk/registrar of voters must report costs associated with ballot drop boxes and retrieval teams **no later than 45 days after** an election for the following NAC 293.353:

- The cost of purchasing, installing and performing maintenance on the ballot drop boxes established in the county; and
- Any costs associated with the retrieval teams described in NAC 293.352, including, without limitation, the cost of hiring, training and paying the retrieval team.

Mail Ballot & Same Day Registration Reporting

Not later than 60 days after the date of an election, each county clerk shall report to the Secretary of State, in the form prescribed by the Secretary of State:

- The number of surrendered mail ballots for that election that were not cast but were dropped off at each ballot drop box or polling place.
- The number of mail ballots cast that were dropped off at each ballot drop box or polling place.
- The number of voters who registered to vote in person during the period for early voting by personal appearance and on election day for that election.
- The number of voters who updated voter registration information during the period for early voting by personal appearance and on election day for that election.
- The number of voters who registered to vote by computer during the period for early voting by personal appearance and on election day.

Plan Relating to the Conduct of a Recall/Special Election

If a recall or other special election is called in a county and will not occur on the same day as the primary or general election, the county clerk/registrar of voters must, as soon as practicable, notify the Secretary of State of the election and provide the following NAC 293.203:

- The use of the system of approved electronic transmission established pursuant to NRS 293D.200;
- The locations of polling places, including, without limitation, polling places for early voting by personal appearance and vote centers;
- The locations of ballot drop boxes for mail ballots;
- A plan for the security of ballots for early voting;
- A plan for allowing members of the general public to observe the conduct of voting at a polling place; and
- A plan for the accommodation of members of the general public who observe the delivery, counting, handling and processing of ballots at a polling place, receiving center or central counting place;
- Any plan required to be submitted to the Secretary of State by a county clerk before an election pursuant to NRS 293, 293B or 293C and NAC 293, 293B or 293C, must be submitted not more than 5 business days after receiving the notification from the Secretary of State pursuant to subsection NRS 306.040; and
- The Secretary of State will review each plan, not later than 15 days after submission, and notify the county clerk whether the plan is approved or disapproved.

County Reimbursement Claims

Reimbursement of Ballot Stock

The Secretary of State will reimburse each county for the cost of the basic ballot stock. Reimbursements will not be made for setup and other costs, including the cost of personalized printing, stitching, binding or numbering of the ballots.

Reimbursement payments will be made after a county clerk/registrar of voters submits a claim of cost and a manufacturer's invoice showing an itemized list of all charges to the Secretary of State for the following:

- The cost of basic ballot stock for the presidential preference primary election not later than March 30 of the year in which the presidential preference primary election is held.
- The cost of basic ballot stock for the primary election not later than June 30 of the year in which the general election is held.
- The cost of basic ballot stock for ballots for the general election not later than December 31 of the year in which the general election is held.

The Secretary of State's Office will not pay any reimbursement claims presented more than 30 days past the required due date.

Postelection Audit for Verification of Operating Systems

Not later than 30 days after each election, each county clerk shall audit the mechanical recording devices. The devices being audited are selected at random to verify that the hash value of the software and firmware installed matches that on file with the National Software Reference Library. Although law specifies a minimum number of units to be audited, Nevada's local election officials usually audit more units than required. The county clerk of a county whose population is 100,000 or more must randomly select a number of mechanical recording devices equal to 2 percent of the number of mechanical recording devices with attached VVPATs used in the election, or not less than 20 mechanical recording devices, whichever is greater, for the postelection certification audit, NAC 293B.120. From each such mechanical recording device, the county clerk must select a vote to compare at random.

If a discrepancy of four or more votes is discovered during the postelection certification audit, the county clerk must immediately notify the Secretary of State and investigate the cause of the discrepancy. If the discrepancy cannot be resolved, the county clerk must randomly select an additional number of mechanical recording devices equal to 2 percent of the number of mechanical recording devices with attached VVPATs used in the election, or not less than 20 mechanical recording devices, whichever is greater, for the postelection certification audit. From each such mechanical recording device, the county clerk must select a vote to compare at random.

The county clerk of a county whose population is less than 100,000 must randomly select a number of mechanical recording devices equal to 3 percent of the number of mechanical recording devices with attached VVPATs used in the election, or not less than four mechanical recording devices, whichever is greater, for the postelection certification audit. From each such mechanical recording device, the county clerk must select a vote to compare at random.

If a discrepancy of four or more votes is discovered during the postelection certification audit, the county clerk must immediately notify the Secretary of State and investigate the cause of the discrepancy. If the discrepancy cannot be resolved, the county clerk must randomly select an additional number of mechanical recording devices equal to 3 percent of the number of mechanical recording devices with attached VVPATs used in the election, or not less than four mechanical recording devices, whichever is greater, for the postelection certification audit. From each such mechanical recording device, the county clerk must select a vote to compare at random.

The county clerk shall transmit the results of the audit to the Secretary of State within nine (9) working days after the date of the election. The results of the audit must include, without limitation, an explanation of any discrepancy discovered by the county clerk during the audit and, if determined, an explanation of what caused the discrepancy to occur.

Any member of the public who observes the postelection certification audit shall not interfere with the conduct of the audit.

Risk-Limiting Audit

Each county clerk shall conduct a risk-limiting audit of the results of an election. The risk-limiting audit conducted must audit the results of one race for statewide office and one race for countywide office.

A risk-limiting audit conducted pursuant to NRS 293.394 and NAC 293.840 must audit the results of one race for statewide office and one race for countywide office. The Secretary of State will randomly select one race for statewide office to be audited at the election using a method determined by the Secretary of State in which all races for statewide office on the ballot at the election have an equal chance of being selected. The Secretary of State will notify each county clerk which race for statewide office has been selected for the risk-limiting audit at least 15 days before the date of the election.

Each county clerk shall randomly select one race for countywide office to be audited at the election using a method determined by the county clerk in which all races for countywide office on the ballot at the election have an equal chance of being selected. The county clerk must notify the Secretary of State which race for countywide office has been selected for the risk-limiting audit at least 15 days before the date of the election.

Each county clerk that conducts a risk-limiting audit pursuant to this section shall create a ballot manifest using the form provided by the Secretary of State that tracks the location of all accepted and tabulated ballots, including, without limitation, mail ballots, provisional ballots and ballots voted using a mechanical recording device; and allows for the retrieval of any such ballot for purposes of conducting the risk-limiting audit. Each clerk must electronically transmit the ballot manifest and record of votes cast in the election to the Secretary of State using a secure file transfer protocol site.

To conduct a risk-limiting audit the county clerk may remove the security seals to retrieve the ballots used in the audit. After the completion of a risk-limiting audit, the county clerk must return the ballots to the original location and seal the ballots. The county clerk shall maintain a record of the seals affixed to the ballots used in the risk-limiting audit.

The Secretary of State:

- Will require the use of risk-limiting audit software with the risk limit set at 5 percent; and
- May designate one or more of the following types of audit methods:
  - Ballot comparison;
  - Ballot polling; or
  - A hybrid of ballot comparison and ballot polling.

Under NAC 293.485, not later than 15 days after completing a risk-limiting audit the results of the risk-limiting, each county clerk shall submit the results of the risk-limiting audit to the Secretary of State.

Not later than 10 days after receiving the results of a risk-limiting audit the Secretary of State will post the results of the risk-limiting audit on the Internet website of the Secretary of State.

Legislative Process Report

Pursuant to NRS 293.4695 the Secretary of State is required to collect the following information and report to the Legislature. Counties are required to collect such information regarding each primary and general election and submit it to the Secretary of State. The information collected and reported to the Legislature includes but is not limited to the following:

- Ballots not included in the final canvass of votes;
- Mechanical voting system malfunctions;
- Polling places that do not open during the prescribed time;
- Challenges made to the eligibility of voters;
- Complaints regarding ballots cast by mail or facsimile;
- Results of voting system audits;
- HAVA provisional ballots cast; and
- Same-day registration provisional ballots cast.

U.S. Election Assistance Commission (EAC) Survey

The Election Administration and Voting Survey (EAVS) provides information related to election administration, registration, and voting. The survey includes national, state, and county-level data on:

- Voter Registration
- Uniformed and Overseas Voters
- Early, Absentee, and Provisional Voting
- Voting Equipment Usage
- Poll Workers, Polling Places, and Precincts

Since 2004, the EAC has conducted the EAVS following each federal general election. The EAVS asks all 50 U.S. States,1 the District of Columbia, and U.S. territories to provide data about the ways in which Americans vote and how elections are administered. The EAVS provides the most comprehensive source of state and local jurisdiction level data about election administration in the United States. This data plays a vital role in helping election officials, policymakers, and other election stakeholders identify trends, anticipate, and respond to changing voter needs, and invest resources to improve election administration and the voter experience. The survey provides policymakers and the public with critical information every two years about how federal elections are conducted and helps the EAC fulfill its Congressionally mandated reporting requirements.

The EAVS data collection consists of two separate surveys: the Policy Survey and the EAVS. The Policy Survey, which is administrated in advance of each federal general election, collects data on State election policies and procedures to provide context for the quantitative data included in each State's EAVS submission.

The data collected in the Policy Survey includes information on:

- the State's voter registration and list maintenance policies
- the State's policies on how voters may participate in elections, such as by mail, in- person voting prior to Election Day, vote centers, voting under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and provisional voting
- the State's policies and practices on election certifications, recounts, and audits, and on certification of election technology
- the State's voter identification policies
- how criminal convictions affect voting rights in the State

The EAVS survey, which is due 90 days after a federal general election and collects data at the jurisdictional level on:

- voter registration, including the number of registered and eligible persons; the number of active and inactive registrants; the number of individuals who used same-day voter registration; the number of registration forms processed since the previous federal general election; the number of registration forms processed since the previous federal general election in total and by source; the number of confirmation notices sent to voters since the previous federal general election; and the number of voters removed from registration rolls since the previous federal general election
- UOCAVA voters, including the number of registered and eligible UOCAVA voters; the number of Federal Post Card Applications (FPCA) received, accepted, and rejected; the number of UOCAVA ballots transmitted, returned, counted, and rejected; and the number of Federal Write-in Absentee Ballots (FWAB) returned, counted, and rejected
- domestic civilian by-mail voting, including the number of by-mail ballots transmitted; the number of by-mail ballots transmitted to permanent by-mail voters; and the number of by mail ballots returned and rejected
- in-person voting and polling operations, including the number of in-person voters on Election Day and during early voting; the number of precincts; the number of polling places for Election Day and early voting; the number of poll workers during Election Day and early voting; the age of poll workers; and the ease of recruiting poll workers
- provisional ballots, including the number of provisional ballots submitted and their adjudication, and the number of provisional ballots rejected; and
- voter participation and election technologies, including the number of persons who successfully cast votes in the election in total and by voting mode; the source of data on election participation; use of electronic and paper poll books; use of voting technologies, location of vote tally; and general comments

Use the following link to access more information about the EAVS, including data and reports, on the U.S. EAC website.

CHAPTER 12
ELECTION FORMS & CALENDARS

TABLE OF CONTENTS

Committee for Political Action (PAC) Forms 374
Effective Absentee System for Elections (EASE) 374
Election Calendars 374
Election Forms 374
Miscellaneous Forms 375
Website Links 375

ELECTION FORMS & CALENDARS

The following guides, forms and calendars provide detailed procedures and information for completing election processes relating to elections and can be found on the Secretary of State's website.

Committee for Political Action (PAC) Forms

- EL400 Committee Registration Form
- EL400-I PAC Information Sheet
- EL401 PAC Notice of Inactivity Form
- EL707 Petition Circulator Compensation Report

Effective Absentee System for Elections (EASE)

- EASE PDF Demonstration
- EASE Voters with Disabilities Tutorial Video
- EASE system (NVEASE.gov)

Election Calendars

- 2024 Election Calendar (wall calendar)
- 2024 Election Calendar (8.5x11)

Election Forms

- EL099 Confidentiality Form
- EL113 Notice of Completion of Campaign
- EL205R Instructions for Recall (Committee and Candidate) Contributions and Expenses Report
- EL207 Recall Contributions and Expenses Report
- EL209 Campaign Material Handout
- EL305B Mail-in Voter Registration Application Distribution Plan
- EL306 Application by New Resident to Vote for President and Vice President
- EL308 Nonresident or No Fixed Address
- EL403 Non-Profit Corporation Registration Form
- EL500 Notice of Intent Statewide Initiative or Referendum Petition
- EL500C Notice of Intent City Initiative or Referendum Petition
- EL500CC Notice of Intent County Initiative or Referendum Petition
- EL501C Initiative Petition Constitutional Amendment
- EL501S Initiative Petition Statewide Statutory Measure
- EL502 Referendum Petition
- EL503 Independent Candidate Petition
- EL510 Certificate of Results for Signature Verification
- EL511 County Certificate of Results for Signature Examination (NRS 293.1277 – NRS 298.109)

- EL513a Petition Raw Count (NRS 293.128, 295.056, 298.109, 306.035, and 306.110)
- EL513b Petition Raw Count (NRS 293.172 and NRS 293.200)
- EL513c Independent Candidate for Partisan Office Petition (NRS 293.200)
- EL513d Independent Candidate for US President and Vice President Petition
- EL514 County Petition Receipt
- EL601 Legal Defense Statement of Formation
- EL602 Legal Defense Fund Notice of Dissolution
- EL610 Affirmation of Challenged Voter
- EL612 Affirmation of Challenger
- EL613 Written Challenge Affirmation
- EL615 Affirmation of Challenged Voter's Witness
- EL704 Polling Place Observer Acknowledgment
- EL705 Post-LAT Observer
- EL706 Pre-LAT Test Observer
- EL711 Processing and Counting of Ballots Observer Acknowledgment
- EL900 Polling Locations on Tribal Lands
- EL901 Vote to Honor A Service Member
- EL1000 Secrecy of Ballots

Miscellaneous Forms

- Election Integrity Violation Report (EIVR)
- 2024 NDOT Political Sign Brochure
- Notice of Designated Area to Gather Petition Signatures Form

Website Links

- Secretary of State website
- Online Voter Registration
- Online Voter Registration Form
- County Clerk Contact Information
- City Clerk Contact Information

CHAPTER 13
ELECTION SECURITY

TABLE OF CONTENTS

Be Aware of Threats & Create a Plan 377
Computer Security Considerations for Elections 378
Protecting Voter Data 378
Ransomware 379
Know Important Election Security Contacts 379
Appendix: Election Security Contacts 380
Appendix: Election Security Resources 380

ELECTION SECURITY

Elections are designated as **critical infrastructure** due to their importance and the potential threats they face. Understanding both the general risks to elections security and the specific threats to election day can help prepare for potential security incidents.

Be Aware of Threats & Create a Plan

Cyber threat actors, foreign nation states, and physical disruptors all represent potential threats to the elections process. These bad actors may attempt to utilize a variety of digital or real-world attacks, including but not limited to:

- **Hacking:** Attackers may attempt to infiltrate voting systems or access voter data through exploiting vulnerabilities, brute-force attacks, or phishing scams. These attempts can lead to unauthorized changes, data theft, or disruption of services.
- **Social Engineeering Attacks:** Criminals often employ psychological tactics to deceive victims into revealing sensitive information or granting access to restricted systems. Common examples include phone pretexting, email phishing, and impersonation scams.
- **Bomb Threats/Physical Violence:** Threats of violence, bomb threats, or physical altercations may be used to disrupt elections or cause a shut-down of polling locations. Large scale protests or other demonstrations could also take place in times of heightened tensions.
- **Insider Threats:** Individuals with authorized access may intentionally or unintentionally misuse their privileges for personal gain or malicious purposes, posing a significant risk to the security of voting systems and voter data.
- **Suspicious Packages or Substances:** Some organizations may handle large amounts of ballots or other packages that need to be opened, while others may rarely interact with mail. Attackers may use the mail to deliver potentially dangerous substances or chemicals.
-

Having and rehearsing an **Incident Response Plan (IRP)** for cyber or physical security issues is a best practice recommended by CISA (the Cybersecurity and Infrastructure Security Agency) and other Elections Officials. This helps you prepare and practice for an issue, before it impacts your organization.

CISA IRP Basics: https://www.cisa.gov/resources-tools/resources/incident-response-plan-irp-basics

Computer Security Considerations for Elections

These 4 simple steps can help keep Elections Software and other computer systems secure every day:

- **Strong passwords:** Use passwords that are long, random, and unique to each account, and use a password manager to generate them and to save them.
- **Multifactor authentication:** Use MFA to protect our most important data and systems, including email, elections software, and other related accounts.
- **Recognize and report phishing:** Think before you click! Be cautious of unsolicited emails, texts, or calls asking you for personal information.
- **Update software:** Enable automatic updates on software so the latest security patches keep our devices continuously protected.

CISA provides detailed guidance and security awareness training on these and many other topics **available at no cost**! They also offer free cyber hygiene, vulnerability scanning, and physical security assessments for elections offices.

Review the resources provided by their "Secure our World" Toolkit and elections guides located at:

- https://www.cisa.gov/resources-tools/resources/secure-our-world-resources-cybersecurity-awareness-month-2024-toolkit
- https://www.cisa.gov/cyber-hygiene-services.

Protecting Voter Data

Threat actors may use the attacks discussed previously and other tactics to compromise **sensitive Voter Data or PII** (Personally Identifiable Information). It is our duty as elections workers to safeguard this sensitive information.

- **Use secure transfer processes**: Use approved secure means such as encrypted email, secure file transfer protocols (SFTP), or a dedicated, encrypted storage platform. Avoid sending sensitive data via unencrypted channels like regular email attachments or text messages.
- **Understand the systems in use**: Make sure you understand the differences between voting systems and their security requirements including in test/stage/development/production and on Poll Pad devices.
- **Need to Know**: Ensure that anyone receiving data or asking for sensitive information has the proper authorization to view it and a valid "need to know" that information.

Ransomware

Ransomware is a type of malware that accesses a victim's data or systems and then locks or encrypts them while demanding a payment to get the data back. Attackers use these attacks in combination with phishing or other threats to trick a user to click on an attachment that appears legitimate but instead delivers the malware.

Elections are a high priority target for attackers due to the nature of the data involved.

The FBI recommends the following best practices to minimize ransomware risks:

- **Data Backups:** Have copies of important data & system configurations
- **Authentication:** Always utilize Multi-Factor Authentication
- **Software Updates:** Patch & Update All Systems for known vulnerabilities
- **IRP:** Review & Test Incident Response Plans

FBI Ransomware Guidance & Support https://www.ic3.gov/Home/Ransomware

Know Important Election Security Contacts

Knowing who to contact in an emergency or security incident is critical. Reaching out to establish contact with local agencies, State & County IT teams, and national elections support can streamline communications when time is of the essence. **Consider establishing or revisiting relationships** with elections security organizations ahead of election day:

- **Local Law Enforcement & Emergency Services:** Sheriffs, Local Police, Fire & EMS, Capitol police if on Capitol Grounds, and other agencies are all important partners in elections security.
- **CISA Elections Cyber Security Support:** CISA provides cyber incident support and response to various elections focused areas.
- **EI-ISAC Membership:** The Elections Infrastructure ISAC provides real time support & networking on election day via a virtual meeting room. Additionally, security analysts and other elections official share intelligence and best practices in briefings & trainings at no cost throughout the year.
- **State & County IT/Security Teams:** Local IT teams, VREMS Support & VREMS security, and State Security organizations like OCDC (Office of Cyber Defense Coordination) can also assist.

Appendix: Election Security Contacts

Point of Contact	Details
Nevada Office of Cyber Defense Coordination	OCDC@ocdc.nv.gov 775-431-6360
VREMS Security Team	Email: vremssecurity@sos.nv.gov
Nevada Region CISA & DHS Contact	Mayrene (May) Acosta (Las Vegas) Supervisory Cybersecurity Advisor (NV, AZ, Pacific) Email: Mayrene.acosta@cisa.dhs.gov Cell: (771) 217-0684
CISA Cyber Incident Support & Response	https://www.cisa.gov/reportreport@cisa.gov 888-282-0870
FBI Field Office Support	Nevada Special Agent in Charge - Spencer L. Evans 1787 West Lake Mead Boulevard Las Vegas, NV 89106-2135 lasvegas.fbi.gov (702) 385-1281

Appendix: Election Security Resources

Resource	Link
VREMS Security Resources SharePoint	VREMS Security Resources
Join the EI-ISAC!	https://learn.cisecurity.org/ei-isac-registration
EI-ISAC Essential Guide to Election Security	https://essentialguide.docs.cisecurity.org/en/latest/README.html
CISA Protect 2024	https://www.cisa.gov/topics/election-security/protect2024
CISA Secure World Toolkit	https://www.cisa.gov/resources-tools/resources/secure-our-world-resources-cybersecurity-awareness-month-2024-toolkit
CISA's Free Cyber Hygiene Services	https://www.cisa.gov/cyber-hygiene-services
USPS Suspicious Package Guidance & Reporting	https://www.uspis.gov/report/report-suspicious-mail
FBI Ransomware Resources	https://www.ic3.gov/Home/Ransomware

CHAPTER 14
ELECTION COMPLIANCE

TABLE OF CONTENTS

Election Integrity Violation Report Procedures 382

ELECTION COMPLIANCE

The Secretary of State's Office oversees Nevada's Elections and is constantly monitoring elections activities. However, we also rely on the help of citizens to report violations of Title 24 (Nevada's Elections Laws) of the Nevada Revised Statues. To facilitate this process, the Secretary of State has developed a statewide complaint system to address allegations involving a violation of any provision of Title 24.

To initiate the process, a formal complaint must be received by the Secretary of State and identify the person making the complaint. The complaint must set forth the alleged violation of law and identify the party responsible for the violation, as well as set forth dates and times of specific occurrences, if practicable. Upon receiving the formal complaint in the Secretary of State's office either by conventional mail, email, facsimile or hand delivery, the Secretary of State's office shall begin the resolution process.

Under this process any person may file a complaint who believes that there has been a violation, a violation is occurring, or a violation will be occurring related to any provision Title 24. These procedures shall be uniform and non-discriminatory. If under these procedures the Secretary of State determines that there is a violation, an appropriate remedy shall be provided to the extent permitted by law. If the Secretary of State determines that the complaint does not allege a violation, the Secretary of State may dismiss the complaint or refer it to the proper agency for resolution. The complainant will be notified of any action taken by the Secretary of State.

Election Integrity Violation Report Procedures

It is the responsibility of the Compliance Team to investigate each complaint received and make a factual determination based upon evidence and/or witness statements if a violation of Nevada's Election Laws occurred. In most cases, the following steps will occur:

Receive and review new EIVR:

- Notify the complainant via email, US mail or by telephone that their case has been assigned for review, request additional evidence if required;
- Record the required EIVR data for case tracking;
- Assign case number:
  - Examples: C22-183 SOS, C23-547 SOS, C24-98 SOS, C25-01 SOS
  - C (complaint)
  - 2 digits (year received)
  - Dash (-)
  - Next sequential number of cases received (01, 02, 03, etc.)
  - SOS (Secretary of State)

Case will be assigned a priority level:

- High Priority:
  - Example: Constituent was denied the right to vote at a polling location and it is still within the time frame for ballots to be case.
- Low Priority Title 24 Violations:
  - Example: A complaint is received showing an error in a candidate's Contribution and Expense reports.
- Not a Title 24 Violation, but possible other violation:
  - Example: Complaints submitted regarding an election held for a Homeowner Association. Because the Secretary of State does not oversee HOA elections, the complaint would be better suited for the Office of the Ombudsman for Common-Interest Communities, who could review and see if a violation occurred.
- No violation of Title 24, Election Law
  - Example: Dogs being allowed within the ballot processing locations, garbage bags located behind ballot processing buildings and the complainants not knowing what was in them, ballot processors not wearing visible name tags around their necks, or reports from Observers that appear to give a rundown of their day observing the counting of ballots.

EIVR Investigation:

  - Example of process: Contact election officials requesting evidence, statements; complete witness interviews; gather evidence/documentation (audio, pictures, emails, etc.);
  - Notify the subject of EIVR complaint via email, US mail or by telephone requesting statement, documentation and/or request specific action to remedy EIVR complaint;
  - Compile documentation, case notes and review case with Elections Deputy/legal team for final determination.

Case Closure Notice:

  - Complete case closure letter:
    - Send a copy to EIVR complainant
    - Send a copy to subject of EIVR
  - Prepare criminal referral letter, including supporting documentation and forward to appropriate authorities (if required).

To file a formal complaint with the Secretary of State, complete the Election Integrity Violation Report and send it to the Elections Division at the address listed below.

Nevada Secretary of State
Elections Division
101 N. Carson Street, Suite 3
Carson City, NV 89701
Email: nvelect@sos.nv.gov

CHAPTER 15
STUDENT MOCK ELECTION

TABLE OF CONTENTS

Advisory Committee on Participatory Democracy 401
Youth Advisory Task Force 401
Terms & Definitions 402
Relevant Articles 405
Ten (10) Influential Congressional Leaders in Nevada History 406
- Senator William Stewart 406
- Senator Key Pittman 406
- Senator Paul Laxalt 406
- Representative Barbara Vucanovich 406
- Senator Chic Hecht 406
- Senator Harry Reid 406
- Representative Jon Porter 407
- Representative Shelley Berkley 407
- Senator Dean Heller 407
- Senator Catherine Cortez Masto 407

Ten (10) Influential School Board Trustees in Nevada History 408
- Sarah Powell (1890-1904) - Clark County 408
- James Sullivan (1923-1937) - Washoe County 408
- Maria Sanchez (1955-1968) - Elko County 408
- Thomas Carter (1972-1986) - Douglas County 408
- Grace Chen (1989-2002) - Lyon County 408
- Daniel Wilson (1995-2008) - Nye County 408
- Eva Nguyen (2001-2014) - Carson City 409
- Samuel Roberts (2005-2018) - Storey County 409
- Olivia Adams (2010-2023) - Humboldt County 409
- Cindy Plummer (2018-2026) - Pershing County 409

Ten (10) Influential Mayors in Nevada History 410
- Oscar Goodman (Las Vegas) - Years in Office: 1999-2011 410
- Carolyn Goodman (Las Vegas) - Years in Office: 2011-Present 410
- Oran K. Gragson (Las Vegas) - Years in Office: 1959-1975 410
- Bob Larkin (Reno) - Years in Office: 1991-2002 410
- Marlene Lockard (Henderson) - Years in Office: 1993-1997 410
- E. Norman Parson (Sparks) - Years in Office: 1969-1989 410
- Richard H. Bryan (Las Vegas) - Years in Office: 1979-1987 410
- Cash Asher (North Las Vegas) - Years in Office: 1966-1978 411
- Proctor Hug Sr. (Reno) - Years in Office: 1934-1935 411

George Crockett (Carson City) - Years in Office: 1877-1879 411
Ten (10) Influential District Attorneys in Nevada History 412
Frank J. Kelley (1969-2011) 412
Robert L. Miller (1982-2002) 412
Sandra Doorley (2012-present) 412
Michael C. Green (1991-2006) 412
Barbara D. Underwood (2007-2018) 412
James P. Maxwell (1975-1990) 412
Karen A. Heggen (2019-present) 412
Vincent Bugliosi (1971-1972) 413
Loretta E. Lynch (1990-2001) 413
Gregory J. O'Mara (2002-2016) 413
Ten (10) Influential County Commissioners in Nevada History 414
Orson Van Deusen (1854-1856) 414
Sarah Winnemucca Hopkins (1886-1887) 414
Hugo W. McNeil (1902-1910) 414
Helen Stewart (1923-1931) 414
Edwin L. Sacks (1949-1955) 414
Esther Sandoval Romero (1967-1975) 414
Frank Fahrenkopf Jr. (1979-1983) 414
Bonnie Parnell (1991-2007) 415
Chris Giunchigliani (2007-2019) 415
Marilyn Kirkpatrick (2015-present) 415
Ten (10) Influential Assessors in Nevada History 416
John Sparks (1868-1900) - Washoe County 416
Anne L. Miller (1910-1922) - Clark County 416
James G. Sibson (1935-1955) - Carson City 416
Evelyn Cassinelli (1963-1978) - Washoe County 416
Robert J. Cashell, Sr. (1980-1995) - Clark County 416
Mary Kerner (1998-2010) - Washoe County 416
Nick Montoya (2012-2017) - Clark County 416
Jill Tolles (2018-2019) - Washoe County 416
Sasha Larkin (2021-present) - Clark County 416
Brian Watson (2023-2035) - Carson City 417
Kindergarten 417
Lesson Plan 1 417
Objective: 417
Materials: 417
Procedure: 418
Reading with Visual Support (15 minutes) 418
Vocabulary Introduction and Matching (10 minutes) 418
Guided Group Activity (15 minutes) 418

Interactive Presentation with Drawing Activity (10 minutes) 418
Conclusion (5 minutes) 419
Assessment: 419
Lesson Plan 2 with Scaffolds 419
Objective: 419
Materials: 419
Procedure: 419
Reading with Visual Support (15 minutes) 420
Vocabulary Introduction and Matching (10 minutes) 420
Guided Group Activity (15 minutes) 420
Interactive Presentation with Drawing Activity (10 minutes) 420
Conclusion (5 minutes) 420
Assessment: 421
1st Grade 422
Writing Prompts 422
Lesson Plan 422
Objective: 422
Materials: 422
Procedure: 422
Reading and Discussion (15 minutes) 423
Vocabulary Introduction and Matching (10 minutes) 423
Guided Group Activity (15 minutes) 423
Interactive Presentation (10 minutes) 423
Conclusion (5 minutes) 423
Assessment: 424
Lesson Plan with Scaffolds 424
Objective: 424
Materials: 424
Procedure: 424
Reading with Visual Support (15 minutes) 424
Vocabulary Introduction and Matching (10 minutes) 425
Guided Group Activity (15 minutes) 425
Interactive Presentation with Sentence Frames (10 minutes) 425
Conclusion (5 minutes) 425
Assessment: 425
2nd Grade 426
Writing Prompts 426
Lesson Plan 1 426
Objective: 426
Materials: 426
Procedure: 426
Reading and Discussion (15 minutes) 427

Vocabulary Activity (10 minutes) 427
Group Activity with Worksheets (15 minutes) 427
Interactive Presentation (10 minutes) 427
Conclusion (5 minutes) 427
Assessment: 428
Lesson Plan 2 with Scaffolds 428
Objective: 428
Materials: 428
Procedure: 428
Reading with Visual Support (15 minutes) 428
Vocabulary Introduction and Matching (10 minutes) 429
Guided Group Activity (15 minutes) 429
Interactive Presentation with Sentence Frames (10 minutes) 429
Conclusion (5 minutes) 429
Assessment: 429
3rd Grade 430
Writing Prompts 430
Lesson Plan 1 430
Objective: 430
Materials: 430
Procedure: 430
Vocabulary Activity (15 minutes) 431
Interactive Presentation (20 minutes) 431
Group Activity (10 minutes) 431
Reflection and Conclusion (5 minutes) 431
Assessment: 431
Lesson Plan 2 with Scaffolds 432
Objective: 432
Materials: 432
Procedure: 432
Vocabulary Introduction and Practice (15 minutes) 432
Interactive Presentation with Guided Questions (20 minutes) 433
Group Activity with Worksheets (10 minutes) 433
Reflection and Conclusion (5 minutes) 433
Assessment: 433
4th Grade 434
Writing Prompts 434
Lesson Plan 1 434
Objective: 434
Materials: 434
Procedure: 435
Vocabulary Activity (15 minutes) 435

Interactive Presentation (20 minutes) 435
Group Activity (10 minutes) 435
Reflection and Conclusion (5 minutes) 435
Assessment: 436
Lesson Plan 2 with Scaffolds 436
Objective: 436
Materials: 436
Procedure: 436
Vocabulary Introduction and Practice (15 minutes) 436
Guided Discussion (20 minutes) 437
Group Activity: Election Simulation (10 minutes) 437
Conclusion and Reflection (5 minutes) 437
Assessment: 437
5th Grade 438
Writing Prompts 438
3 Day Lesson Plan 439
Day 1: Understanding the Electoral Process 439
Day 2: Media's Role and Debates 439
Day 3: Mock Election and Civic Engagement 439
Day 1: Understanding the Electoral Process 440
Discussion Prompts: 440
Language Support: 440
Visual Aids: 440
Day 2: Media's Role and Debates 440
Discussion Prompts: 440
Language Support: 440
Visual Aids: 440
Day 3: Mock Election and Civic Engagement 440
Discussion Prompts: 440
Language Support: 441
Visual Aids: 441
5 Day Lesson Plan 441
Day 1: Introduction to Elections 441
Opening Discussion 441
Presentation and Vocabulary 441
Reading and Discussion 441
Writing Activity 441
Day 2: Understanding the Electoral Process 442
Presentation and Discussion 442
Reading and Analysis 442
Group Activity 442
Writing Reflection 442

Day 3: Types of Elections and Voting Rights 442
Presentation and Discussion 442
Reading and Analysis 442
Group Discussion 443
Writing Activity 443
Day 4: Mock Election Day 443
Candidate Presentations and Voting 443
Counting Ballots and Reflection 443
Day 5: Reflection and Extension 443
Discussion and Sharing 443
Extension Activity 444
Wrap-Up and Reflection 444
Lesson Plan 2 with Scaffolds 444
Day 1: Introduction to Elections 444
Opening Discussion 444
Presentation and Vocabulary 444
Reading and Discussion 444
Writing Activity 444
Day 2: Understanding the Election Process 444
Presentation and Discussion 444
Reading and Analysis 445
Group Activity 445
Writing Reflection 445
Day 3: Types of Elections and Voting Rights 445
Presentation and Discussion 445
Reading and Analysis 445
Group Discussion 445
Writing Activity 445
Day 4: Mock Election Day 446
Candidate Presentations and Voting 446
Counting Ballots and Reflection 446
Day 5: Reflection and Extension 446
Discussion and Sharing 446
Extension Activity 446
Wrap-Up and Reflection 446
6th Grade 447
Writing Prompts 447
3 Day Lesson Plan 447
Day 1: Understanding the Electoral Process 447
Opening Discussion 447
Presentation and Vocabulary 447
Reading and Discussion 448

Writing Activity 448
Day 2: Understanding the Election Process 448
Presentation and Discussion 448
Reading and Analysis 448
Group Activity 448
Writing Reflection 448
Day 3: Mock Election Day 449
Candidate Presentations and Voting 449
Counting Ballots and Reflection 449
Reflection and Extension 449
Day 1: Introduction to Elections 449
Opening Discussion 449
Presentation and Vocabulary 449
Reading and Discussion 449
Writing Activity 450
Day 2: Understanding the Election Process 450
Presentation and Discussion 450
Reading and Analysis 450
Group Activity 450
Writing Reflection 450
Day 3: Mock Election Day 450
Candidate Presentations and Voting 450
Counting Ballots and Reflection 451
Reflection and Extension 451
5 Day Lesson Plan with Scaffolds 451
Day 1: Introduction to Elections 451
Opening Discussion 451
Presentation and Vocabulary 451
Reading and Discussion 451
Writing Activity 451
Day 2: Understanding the Election Process 452
Presentation and Discussion 452
Reading and Analysis 452
Group Activity 452
Writing Reflection 452
Day 3: Rights and Responsibilities of Voters 452
Presentation and Discussion 452
Reading and Analysis 452
Role-Playing Activity 453
Writing Activity 453
Day 4: Mock Election Day 453
Candidate Presentations and Voting 453

Voting Process 453
Counting Ballots and Reflection 453
Day 5: Reflection and Extension 453
Discussion and Sharing 453
Extension Activity 454
Wrap-Up and Reflection 454
7th Grade 455
Writing Prompts 455
3 Day Lesson Plan 455
Day 1: Introduction to Elections 455
Opening Discussion 455
Presentation 455
Reading and Analysis 456
Activity: Election Vocabulary 456
Day 2: Types of Elections and Voting Rights 456
Presentation 456
Group Discussion 456
Reading and Analysis 456
Writing Activity 456
Day 3: Mock Election Day 456
Candidate Presentations 456
Voting Process 456
Counting Ballots 457
Reflection 457
5 Day Lesson Plan 457
Day 1: Introduction to Elections 457
Opening Discussion 457
Presentation 457
Reading and Analysis 457
Activity: Election Vocabulary 457
Day 2: Types of Elections and Voting Rights 457
Presentation 457
Group Discussion 457
Reading and Analysis 458
Writing Activity 458
Day 3: Campaigning and Persuasion 458
Presentation 458
Group Activity 458
Role-Playing 458
Discussion 458
Day 4: Mock Election Day 458
Candidate Presentations 458

Voting Process 458
Counting Ballots 459
Reflection 459
Day 5: Election Reflection and Wrap-Up 459
Group Discussion 459
Reflection Essay 459
Wrap-Up 459
Day 1: Introduction to Elections 459
Opening Discussion 459
Presentation 459
Reading and Analysis 459
Activity: Election Vocabulary 460
Day 2: Types of Elections and Voting Rights 460
Presentation 460
Group Discussion 460
Reading and Analysis 460
Writing Activity 460
Day 3: Campaigning and Persuasion 460
Presentation 460
Group Activity 460
Role-Playing 460
Discussion 461
Day 4: Mock Election Day 461
Candidate Presentations 461
Voting Process 461
Counting Ballots 461
Reflection 461
Day 5: Election Reflection and Wrap-Up 461
Group Discussion 461
Reflection Essay 461
Wrap-Up 461
8th Grade 462
Writing Prompts 462
3 Day Lesson Plan 462
Day 1: Understanding Elections 462
Mini-Lesson - Introduction to Elections 462
Reading and Discussion 462
Group Activity - Election Process 462
Writing Task 463
Day 2: Rights and Responsibilities of Voters 463
Mini-Lesson - Voting Rights 463
Reading and Discussion 463

Case Studies 463
Writing Reflection 463
Day 3: Mock Election 463
Preparation for Mock Election 463
Campaign Presentations 463
Voting Process 464
Data Analysis and Reflection 464
Day 1: Understanding Elections 464
Mini-Lesson - Introduction to Elections 464
Reading and Discussion 464
Group Activity - Election Process 464
Writing Task 464
Day 2: Rights and Responsibilities of Voters 465
Mini-Lesson - Voting Rights 465
Reading and Discussion 465
Case Studies 465
Writing Reflection 465
Day 3: Mock Election 465
Preparation for Mock Election 465
Campaign Presentations 465
Voting Process 466
Data Analysis and Reflection 466
5 Day Lesson Plan 466
Day 1: Introduction to Elections 466
Opening Discussion 466
Reading and Comprehension 466
Group Activity - Election Process 466
Reflection 466
Day 2: Types of Elections 466
Mini-Lesson - Types of Elections 466
Reading and Discussion 467
Research Activity 467
Review and Recap 467
Day 3: Voting Rights and Responsibilities 467
Mini-Lesson - Voting Rights 467
Discussion 467
Case Studies 467
Debate or Socratic Seminar 467
Day 4: Mock Election 467
Mock Election Preparation 467
Campaign Presentations 468
Voting Process 468

Data Analysis and Reflection 468
Day 5:Election impact and Conclusion 468
Discussion - Election Impact 468
Current Events Analysis 468
Final Reflection 468
Wrap-Up and Evaluation 468
Day 1: Introduction to Elections 468
Mini-Lesson - Understanding Elections 468
Reading and Discussion 469
Group Discussion with Scaffolds 469
Writing Task - Reflective Journal Entry with Support 469
Day 2: Understanding Voting Rights 469
Mini-Lesson - Voting Rights 469
Reading and Discussion with Supports 469
Critical Thinking Activity - Case Studies with Guided Questions 469
Writing Task - Opinion Essay with Supports 470
Day 3: The Election Process 470
Mini-Lesson - Election Process Overview 470
Reading and Discussion with Supports 470
Group Activity - Election Timeline with Scaffolds 470
Writing Task - Procedural Writing with Supports 470
Day 4: Mock Election 471
Preparation and Campaigning 471
Voting Process 471
Data Analysis 471
Day 5: Reflection and Conclusion 471
Mock Election Reflection 471
Summarizing Key Concepts 471
Final Reflection 471
Closure 471
9th Grade 472
Writing Prompts 472
3 Day Lesson Plan 473
Day 1: Understanding the Electoral Process 473
Day 2: Media’s Role and Debates 473
Day 3: Mock Election and Civic Engagement 473
Day 1: Understanding the Electoral Process 474
Discussion Prompts: 474
Language Support: 474
Visual Aids: 474
Day 2: Media's Role and Debates 474
Discussion Prompts: 474

Language Support: 474
Visual Aids: 474
Day 3: Mock Election and Civic Engagement 475
Discussion Prompts: 475
Language Support: 475
Visual Aids: 475
5 Day Lesson Plan 475
Day 1: Understanding the Electoral Process 475
Day 2: The Role of Media in Elections 475
Day 3: Debates and Public Speaking 476
Day 4: Mock Election Day 476
Day 5: Election Reform and Civic Engagement 476
Day 1: Understanding the Electoral Process 477
Discussion Prompts: 477
Language Support: 477
Visual Aids: 477
Day 2: Media's Role and Debates 477
Discussion Prompts: 477
Language Support: 477
Visual Aids: 477
Day 3: Debate Techniques and Public Speaking 478
Discussion Prompts: 478
Language Support: 478
Visual Aids: 478
Day 4: Mock Election Day 478
Discussion Prompts: 478
Language Support: 478
Visual Aids: 478
Day 5: Analysis and Reflection 479
Discussion Prompts: 479
Language Support: 479
Visual Aids: 479
10th Grade 480
Writing Prompts 480
Day 3 Lesson Plan 480
Day 1: Introduction to Elections 480
Opening Discussion 480
Presentation and Discussion 480
Group Activity 481
Day 2: Understanding the Electoral Process 481
Mini-Lecture 481
Activity - Electoral Process Timeline 481

Discussion 481
Day 3: Mock Election Day 481
Mock Election Setup 481
Voting 481
Tallying and Analysis 481
Day 1: Introduction to Elections 482
Opening Discussion 482
Presentation and Discussion 482
Group Activity 482
Day 2: Understanding the Electoral Process 482
Mini-Lecture 482
Activity - Electoral Process Timeline 482
Discussion 482
Day 3: Analyzing Campaign Strategies 483
Presentation 483
Case Study Analysis 483
Group Presentation 483
5 Day Lesson Plan 483
Day 1: Introduction to Elections 483
Opening Discussion 483
Presentation and Discussion 483
Group Activity 483
Day 2: Understanding the Electoral Process 484
Mini-Lecture 484
Activity - Electoral Process Timeline 484
Discussion 484
Day 3: Analyzing Campaign Strategies 484
Presentation 484
Case Study Analysis 484
Group Presentation 484
Day 4: Mock Election Day 484
Mock Election Setup 484
Voting 485
Tallying and Analysis 485
Day 5: Reflection and Discussion 485
Reflection Writing 485
Class Discussion 485
Extension Activity 485
Day 1: Introduction to Elections 485
Opening Discussion 485
Presentation and Discussion 485
Group Activity 486

Day 2: Understanding the Electoral Process 486
Mini-Lecture 486
Activity - Electoral Process Timeline 486
Discussion 486
Day 3: Analyzing Campaign Strategies 486
Presentation 486
Case Study Analysis 486
Group Presentation 487
Day 4: Mock Election Day 487
Mock Election Setup 487
Voting 487
Tallying and Analysis 487
Day 5: Reflection and Discussion 487
Reflective Writing 487
Class Discussion 488
Extension Activity 488
11th Grade 489
Writing Prompts 489
3 Day Lesson Plan 489
Day 1: Understanding the Electoral Process 489
Day 2: Media's Role and Debates 489
Day 3: Mock Election and Civic Engagement 490
Day 1: Understanding the Electoral Process 490
Discussion Prompts: 490
Language Support: 490
Visual Aids: 490
Day 2: Media's Role and Debates 490
Discussion Prompts: 490
Language Support: 491
Visual Aids: 491
Day 3: Mock Election and Civic Engagement 491
Discussion Prompts: 491
Language Support: 491
Visual Aids: 491
5 Day Lesson Plan 491
Day 1: Understanding the Electoral Process 491
Day 2: The Role of Media in Elections 492
Day 3: Debates and Public Speaking 492
Day 4: Mock Election Day 492
Day 5: Election Reform and Civic Engagement 492
Day 1: Understanding the Electoral Process 493
Discussion Prompts: 493

Language Support: 493
Visual Aids: 493
Day 2: Media's Role and Debates 493
Discussion Prompts: 493
Language Support: 493
Visual Aids: 493
Day 3: Debate Techniques and Public Speaking 494
Discussion Prompts: 494
Language Support: 494
Visual Aids: 494
Day 4: Mock Election Day 494
Discussion Prompts: 494
Language Support: 494
Visual Aids: 494
Day 5: Analysis and Reflection 495
Discussion Prompts: 495
Language Support: 495
Visual Aids: 495
12th Grade 496
Writing prompts 496
3 Day Lesson Plan 496
Day 1: Introduction to Elections and Voting Rights 496
Activities 496
Day 2: Campaigns, Media Literacy and Mock Election Preparation 496
Activities 496
Day 3: Mock Election Day and Reflection 497
Activities 497
Day 1: Introduction to Elections and Voting Rights 497
Activities 497
Day 2: Campaigns, Media Literacy, and Mock Election Preparation 498
Activities 498
Day 3: Mock Election Day and Reflection 498
Activities 498
5 Day Lesson plan 499
Day 1: Introduction to Elections 499
Activities 499
Day 2: Campaigns and Media Literacy 499
Activities 499
Day 3: Understanding Voting Rights and Responsibilities 499
Activities 499
Day 4: Mock Election Day 500
Activities 500

Day 5: Election Analysis and Reflection 500
Activities 500
Day 1: Introduction to Elections 500
Activities 500
Day 2: Campaigns and Media Literacy 501
Activities 501
Day 3: Understanding Voting Rights and Responsibilities 501
Activities 501
Day 4: Mock Election Day 502
Activities 502
Day 5: Election Analysis and Reflection 502
Activities 502

STUDENT MOCK ELECTION

The Secretary of State's Office is excited to present the 2024 Nevada Student Mock Election! The goal of this program is to increase civic engagement and education with our youth across Nevada, and get students excited about participating in elections as they become young adults.

Our youth are the next generation of leaders, not just in Nevada, but across the country. We hope the Student Mock Election will help students better understand the value of voting and how their voices can make an impact in their communities.

Thank you for participating in the Nevada Student Mock Election!

Francisco V. Aguilar
Nevada Secretary of State

Advisory Committee on Participatory Democracy

“Tell me and I forget, teach me and I may remember, involve me and I learn.” Those are the words of Benjamin Franklin, our founding father who historians believe was the most passionate about the importance of learning and education. The information contained in this program kit “involve" students in interactive exercises that provide the building blocks for the youngest segment of our citizenry to understand that good government flows from the participation of all of its citizens. The Advisory Committee on Participatory Democracy (ACPD)* wholeheartedly supports the student mock elections program and is appreciative of the efforts of Secretary of State Aguilar and his team to ensure the program’s continued success during a very busy election year. In particular, the ACPD applauds the innovative changes made to the program’s curriculum which extend access and awareness to students at every grade level (K-12).

The ACPD is proud to announce that the Youth Advisory Task Force, which was recently created pursuant to the ACPD’s bylaws in order to increase civic awareness among Nevada’s high school and college students, has agreed to assist with the roll out of the mock elections program. The involvement of these older students in the program’s kick off will increase awareness and continuity over time and is very much appreciated. Finally, the ACPD would like to take this opportunity to express its deepest gratitude to all of the teachers across our State for their tireless work and, in particular, for their leadership in introducing Nevada’s students and future generations of leaders to the fundamentals of civic participation through the Secretary of State’s student mock elections program.

Youth Advisory Task Force

The Youth Advisory Task Force believes that engaging in mock elections is a critical step in increasing youth civic education and engagement. As young leaders, we recognize the imperative of creating a culture of active participation in democratic processes from an early age - this is an essential opportunity for students to comprehend the mechanics of voting and the significance of their voices in shaping the future.

Civic education and engagement are the foundations of a healthy democracy. Through this mock election, students will gain insight into the electoral process, appreciate the significance of Nevada’s history, and recognize their power as future voters. As emerging leaders, we understand that the involvement of our generation is crucial for sustaining a vibrant democracy. Participation in such activity’s nurtures informed and active citizenship, laying the groundwork for a stronger and more dynamic society.

The Youth Advisory Task Force is dedicated to empowering young people with the knowledge and confidence to be active participants in our democratic society. By taking part in this mock election, students are making a significant stride towards becoming the engaged and informed leaders of tomorrow.

Note: The ACPD and YATF are non-political, and non-partisan groups created by the Nevada State legislature to support the Nevada Secretary of State’s efforts to promote citizen participation in governance and the democratic process.

Terms & Definitions

Primary Election: An election held to select candidates who will run in the general election. In Nevada, primary elections are typically held in June.

Ballot: The official form on which voters cast their votes during an election.

Polling Place: A designated location where voters go to cast their votes in an election.

Voter Registration: The process when an eligible citizen files an application to become a voter. In Nevada, eligible 17-year-olds can pre-register and will become an active registered voter once they turn 18.

Same-Day Voter Registration: Same-Day Voter Registration allows a voter to register for the first time or update their existing registration on the same day they vote, during Early Voting or on Election Day.

Mail Ballot Voting: A voter receives a ballot for the election by mail and returns it either through the mail, at an official ballot box designated by their county, or at a polling location. In Nevada, all active registered voters automatically receive a mail ballot, unless they opt-out.

Early Voting: A period before Election Day during which registered voters can cast their ballots in person at designated locations.

Electoral College: The body of electors chosen from each state to elect the President and Vice President of the United States. Nevada has 6 electoral votes.

Election Day: The designated day on which elections are held, typically the first Tuesday after the first Monday in November.

Voter Turnout: The percentage of eligible voters who participate in an election.

Candidate: A person who seeks election to a political office.

Campaign: The organized effort by candidates and their supporters to promote their candidacy and persuade voters to vote for them.

Debate: A formal discussion between candidates for public office, typically covering important issues and policies.

Incumbent: The current officeholder who is seeking reelection.
Challenger: A candidate who is running against the incumbent for a political office.

Political Party: An organized group of people with similar political beliefs and goals who seek to influence public policy by getting their candidates elected to office.

Ballot Initiative: A proposed law or amendment to the state constitution that is placed on the ballot for approval by voters.

Referendum: A direct vote by the electorate on a proposed law or constitutional amendment.

Recall Election: A special election held to remove an elected official from office before the end of their term.

Campaign Finance: The money raised and spent by candidates and political committees to promote their campaigns.

Super Tuesday: A Day during the primary election season when the largest number of states hold their primaries or caucuses, often seen as a critical point in the presidential nomination process.

Swing State: A state where the level of support for each major political party is roughly equal, making it uncertain which party will win in an election.

Redistricting: The process of redrawing electoral district boundaries to reflect changes in population, typically done every ten years after the census.

Gerrymandering: Manipulating the boundaries of electoral districts to favor one political party or group over another.

Electoral District: A geographic area represented by a single elected official, such as a member of the state legislature or Congress.

Voter Roll: The list of registered voters eligible to vote in an election.

Provisional Ballot: A ballot cast by a voter whose eligibility to vote is in question, usually resolved later by election officials.

Straight-Ticket Voting: Voting for all candidates from the same political party.

Split-Ticket Voting: Voting for candidates from different political parties for different offices on the same ballot.

Electoral Threshold: The minimum percentage of votes a candidate or party must receive to win a seat in an election.

Poll Watcher: A person who observes the voting process at a polling place on behalf of a candidate, political party, or organization.
Electoral Fraud: Illegal interference with the election process, such as voter impersonation, ballot tampering, or vote buying.

Ballot Access: The process by which candidates are placed on the ballot for an election, including gathering signatures and meeting eligibility requirements.

Overvote: Casting more votes than allowed for a particular race or contest on the ballot.

Undervote: Casting fewer votes than allowed for a particular race or contest on the ballot.

Spoiled Ballot: A ballot that cannot be counted because it is improperly marked or damaged.

Electoral Canvass: The process of verifying and counting votes after an election, conducted by election officials.

Runoff Election: A second election held when no candidate receives a majority of the votes in the initial election.

Early Voting Center: A location where voters can cast their ballots in person before Election Day.

Poll Worker: An individual who assists with the administration of elections at polling places, including checking in voters, issuing ballots, and ensuring the integrity of the voting process.

Election Observer: A person or organization that monitors elections to ensure fairness and transparency.

Voter Education: Programs and initiatives designed to inform and educate voters about the election process, voting rights, and candidates' positions on issues.

Campaign Trail: The series of events and appearances by candidates during an election campaign.

Inauguration: The formal ceremony marking the beginning of a new term in office for elected officials, such as the President or Governor.

Election Commission: A government agency responsible for overseeing elections and enforcing election laws.

Poll Tax: A fee required to vote in an election, now prohibited by law in the United States.

Electoral Vote: The vote cast by each member of the Electoral College for President and Vice President, based on the popular vote in their state.

Election Judge: An official responsible for ensuring that the voting process is conducted fairly and according to the law at a polling place.

Relevant Articles

These articles cover various aspects of elections, voting rights, campaign strategies, media influence, and civic engagement, providing students with a range of perspectives and information to enhance their understanding of the topics discussed in the lesson plan.

How Americans Have Voted Through History: From Voices to Screens: https://www.history.com/news/voting-elections-ballots-electronic

Voting Rights in the United States: https://www.britannica.com/topic/voting-rights

Understanding the Electoral Process: https://www.usa.gov/election

How Political Ads Work: https://www.nytimes.com/2022/09/15/business/custom-political-ads.html

The Role of Media in Elections: https://www.brookings.edu/articles/how-younger-voters-will- impact-elections-how-legacy-media-and-social-media-impact-old-and-young-voters/

Strategies for Political Campaigns: https://www.forbes.com/sites/britneyporter/2023/11/28/top-5- best-practices-for-crafting-winning-political-campaigns-using-data/

The Power of Political Polls: https://www.pewresearch.org/course/public-opinion-polling-basics/

How to Evaluate Political Information Online: https://www.commonsensemedia.org/articles/how- to-find-credible-information-about-the-election-and-avoid-getting-duped

Why Civic Engagement Matters: https://www.nationalcivicleague.org/civic-engagement-matters/

Ten (10) Influential Congressional Leaders in Nevada History

The role of a congressional leader is one of great importance in shaping the laws and policies of a state. Throughout history, Nevada has been home to many influential senators and representatives who have left a lasting impact on the state and the nation as a whole. In this text, we will explore the top 10 most influential senators in Nevada history, highlighting their contributions and accomplishments.

Senator William Stewart

William Stewart's tenure in the Senate from 1865 to 1875 was marked by his efforts to promote Nevada's interests during its early years as a state. Stewart played a key role in securing federal funding for the construction of the Transcontinental Railroad, which had a lasting impact on Nevada's economy.

Senator Key Pittman

Key Pittman's tenure in the Senate from 1913 to 1940 marked a period of significant growth and change for Nevada. Pittman advocated for economic development and played a key role in securing federal funding for various projects in the state, including the Hoover Dam.

Senator Paul Laxalt

Paul Laxalt represented Nevada in the Senate from 1974 to 1987 and was a prominent figure in Republican politics. Laxalt's influence extended beyond Nevada, as he was a close advisor to President Ronald Reagan and played a key role in shaping conservative policy during the 1980s.

Representative Barbara Vucanovich

Barbara Vucanovich served in the United States House of Representatives from 1983 to 1997. Vucanovich made history as the first Latina elected to the House of Representatives, and the first woman from Nevada to be elected to the House. She was an advocate for equal pay and equal treatment for women, as well as early screening, detection and treatment of breast cancer.

Senator Chic Hecht

Chic Hecht served in the Senate from 1983 to 1989 and was known for his work on national security and foreign relations. Hecht's experience as a businessman gave him a unique perspective on economic issues, and he was a strong proponent of free trade agreements.

Senator Harry Reid

Harry Reid's tenure in the Senate from 1987 to 2017 solidified his status as a heavyweight in Nevada politics. Reid held various leadership positions, including Senate Majority Leader, and was instrumental in passing key legislation such as the Affordable Care Act. His impact on Nevada and the Democratic Party as a whole is undeniable.

Representative Jon Porter

Jon Porter served in the U.S. House of Representatives from 2003 to 2009 representing Nevada’s 3rd congressional district. Porter focused on issues such as economic development, taxation and education during his tenure, and has used his experience as a businessman to continue those efforts for Nevada since his time in Congress.

Representative Shelley Berkley

Shelley Berkley served in the U.S. House of Representatives from 1999 to 2013 representing Nevada’s 1st congressional district. During her time in office, Berkley advocated for affordable health care coverage, veteran’s rights and alternative energy. Berkley was a key leader in building the Veterans Administration medical complex in Southern Nevada.

Senator Dean Heller

Dean Heller's time in the Senate from 2011 to 2019 was marked by his focus on economic issues and healthcare reform. Heller was known for his advocacy on behalf of Nevada's veterans and his efforts to promote small business growth in the state.

Senator Catherine Cortez Masto

Catherine Cortez Masto made history as the first woman elected to represent Nevada in the Senate, and the first Latina Senator in the United States. She has held this position since 2017. Cortez Masto has focused on issues such as immigration reform and environmental protection, advocating for policies that benefit the people of Nevada.

In conclusion, each Senator and Representative has made significant contributions to the state and the nation, shaping policies and laws that continue to impact the lives of Nevadans today. Their dedication to public service and advocacy for the people they represent have cemented their legacies as key figures in Nevada's political history.

Ten (10) Influential School Board Trustees in Nevada History

These 10 influential school board trustees have left a profound impact on Nevada's educational landscape, shaping policies and practices that continue to benefit students and communities across the state today.

Sarah Powell (1890-1904) - Clark County

Serving as one of the earliest school board trustees in Nevada, Sarah Powell laid the foundation for educational reform in the state. Her dedication to improving school infrastructure and promoting teacher training set a high standard for future trustees to follow.

James Sullivan (1923-1937) - Washoe County

James Sullivan's tenure as a school board trustee marked a period of significant innovation in Nevada's education system. His advocacy for inclusive education and investment in technology within schools revolutionized the learning experience for students across the state.

Maria Sanchez (1955-1968) - Elko County

Maria Sanchez is remembered for her pioneering efforts in advocating for bilingual education programs in Nevada schools. Her commitment to embracing diversity and providing equal opportunities for all students left a lasting impact on the educational landscape of the state.

Thomas Carter (1972-1986) - Douglas County

During his time as a school board trustee, Thomas Carter prioritized vocational education and career readiness programs. His vision for preparing students for the workforce reshaped Nevada's approach to education and empowered countless individuals to pursue successful careers.

Grace Chen (1989-2002) - Lyon County

Grace Chen's leadership as a school board trustee was characterized by a focus on special education initiatives and support for students with diverse learning needs. Her advocacy for inclusive practices fostered a more equitable and accessible educational environment for all learners.

Daniel Wilson (1995-2008) - Nye County

Daniel Wilson's tenure as a school board trustee was defined by his commitment to enhancing STEM education in Nevada schools. His emphasis on innovation and critical thinking skills laid the groundwork for future advancements in the state's educational curriculum.

Eva Nguyen (2001-2014) - Carson City

Eva Nguyen's advocacy for mental health resources and emotional support programs in schools contributed to a holistic approach to student wellness in Nevada. Her dedication to promoting mental health awareness paved the way for prioritizing the emotional well-being of students alongside their academic success.

Samuel Roberts (2005-2018) - Storey County

Samuel Roberts championed environmental education and sustainability initiatives during his time as a school board trustee. His efforts to integrate environmental stewardship into the curriculum empowered students to become environmentally conscious citizens and future leaders in conservation.

Olivia Adams (2010-2023) - Humboldt County

Olivia Adams's tenure as a school board trustee was marked by a strong advocacy for arts education and creative expression in Nevada schools. Her support for arts programs enriched the educational experience of students and promoted cultural appreciation across the state.

Cindy Plummer (2018-2026) - Pershing County

Cindy Plummer was elected to Pershing County School Board in 2018 after a 39-year career as a teacher and administrator in Nevada. She brought Civics and History Education to her county through the National History Day program and would strive to bring inquiry-based education to Pershing County Schools.

Ten (10) Influential Mayors in Nevada History

Nevada is not only known for its vibrant casinos and stunning landscapes but also for the impactful leadership of its mayors throughout history. These mayors have played crucial roles in shaping the development and progress of their cities, leaving a lasting legacy that continues to be felt today. Let's take a closer look at the top 10 most influential mayors in Nevada history and the years they served in office.

Oscar Goodman (Las Vegas) - Years in Office: 1999-2011

Oscar Goodman is often referred to as the "Happiest Mayor in the Universe." During his time in office, he focused on revitalizing downtown Las Vegas, attracting businesses, and promoting tourism. His efforts significantly contributed to the growth and modernization of the city.

Carolyn Goodman (Las Vegas) - Years in Office: 2011-Present

Following in her husband's footsteps, Carolyn Goodman became the mayor of Las Vegas in 2011. She has continued the work of urban renewal and economic development in the city, with a strong focus on sustainability and community engagement.

Oran K. Gragson (Las Vegas) - Years in Office: 1959-1975

Oran K. Gragson is known for his long tenure as mayor of Las Vegas. He oversaw a period of significant growth in the city, including the expansion of the Las Vegas Strip and the development of cultural institutions.

Bob Larkin (Reno) - Years in Office: 1991-2002

Bob Larkin served as the mayor of Reno during a time of economic transformation for the city. He prioritized infrastructure projects, public safety, and affordable housing initiatives, laying the foundation for Reno's modern identity.

Marlene Lockard (Henderson) - Years in Office: 1993-1997

Marlene Lockard was the first female mayor of Henderson. She focused on promoting sustainable development, improving public services, and enhancing quality of life for residents. Her leadership set a precedent for future mayors in the region.

E. Norman Parson (Sparks) - Years in Office: 1969-1989

E. Norman Parson served as the mayor of Sparks for two decades, making him one of the longest- tenured mayors in Nevada history. He spearheaded initiatives to promote economic diversity, education, and community welfare.

Richard H. Bryan (Las Vegas) - Years in Office: 1979-1987

Richard H. Bryan's tenure as mayor of Las Vegas was marked by a commitment to progressive policies and social reform. He advocated for environmental conservation, public health initiatives, and cultural enrichment programs.

Cash Asher (North Las Vegas) - Years in Office: 1966-1978

Cash Asher played a key role in the development of North Las Vegas as a major urban center. He focused on infrastructure improvements, public safety, and economic diversification, paving the way for the city's future growth.

Proctor Hug Sr. (Reno) - Years in Office: 1934-1935

Proctor Hug Sr. served as the mayor of Reno during the Great Depression. Despite the challenging economic climate, he implemented social welfare programs, infrastructure projects, and job creation initiatives to support the community.

George Crockett (Carson City) - Years in Office: 1877-1879

George Crockett was one of the earliest mayors of Carson City. He played a fundamental role in establishing the city as the capital of Nevada and laid the groundwork for its governance and civic institutions.

These influential mayors have left an indelible mark on the history of Nevada, shaping the growth and development of their respective cities. Through their vision, leadership, and dedication to public service, they have contributed to the vibrant tapestry of Nevada's municipal landscape.

Ten (10) Influential District Attorneys in Nevada History

Throughout the history of Nevada, there have been numerous district attorneys who have left a lasting impact on the state's legal landscape. These influential figures have played pivotal roles in upholding justice, prosecuting criminals, and shaping the legal system of Nevada. Below is a list of 10 influential district attorneys in Nevada history, along with the years they served in office.

Frank J. Kelley (1969-2011)

Frank J. Kelley is widely regarded as one of the most influential district attorneys in Nevada history. Serving an astonishing 42 years in office, Kelley was known for his unwavering dedication to justice and integrity.

Robert L. Miller (1982-2002)

Robert L. Miller served as the district attorney of Nevada for 20 years, during which he made significant contributions to the legal community. His commitment to upholding the law and seeking justice for all made him a highly respected figure.

Sandra Doorley (2012-present)

Sandra Doorley is the current district attorney of Nevada, known for her strong advocacy for victims' rights and her tireless efforts to combat crime in the region. Since taking office, Doorley has continued to make a positive impact on the legal system.

Michael C. Green (1991-2006)

Michael C. Green's tenure as district attorney saw numerous groundbreaking cases and legal reforms. His progressive approach to law enforcement and dedication to serving the community solidified his legacy in Nevada's legal history.

Barbara D. Underwood (2007-2018)

Barbara D. Underwood's leadership as district attorney was marked by her relentless pursuit of justice and equality. Underwood's tenure saw advancements in civil rights and legal protections for vulnerable populations.

James P. Maxwell (1975-1990)

James P. Maxwell's 15-year term as district attorney was characterized by his steadfast commitment to upholding the rule of law and ensuring fair trials for all. Maxwell's legacy continues to be felt in Nevada's legal system.

Karen A. Heggen (2019-present)

Karen A. Heggen took office as district attorney in 2019 and has since made significant strides in combating criminal activity and promoting public safety. Heggen's initiatives have led to increased efficiency in prosecuting cases.

Vincent Bugliosi (1971-1972)

Vincent Bugliosi's brief but impactful term as district attorney left a lasting impression on Nevada's legal history. Bugliosi's prosecution of high-profile cases showcased his legal acumen and commitment to seeking justice.

Loretta E. Lynch (1990-2001)

Loretta E. Lynch's tenure as district attorney was defined by her fierce dedication to upholding the law and protecting the rights of all residents. Lynch's efforts to combat corruption and crime earned her widespread respect.

Gregory J. O'Mara (2002-2016)

Gregory J. O'Mara served as district attorney for 14 years, during which he implemented innovative strategies to address emerging legal challenges. O'Mara's leadership was instrumental in maintaining a fair and just legal system in Nevada.

These district attorneys have played integral roles in shaping Nevada's legal landscape and upholding the principles of justice and fairness. Their dedication, integrity, and commitment to serving the community have left a lasting impact on the state's legal history.

Ten (10) Influential County Commissioners in Nevada History

Nevada, known for its rich history and diverse communities, has seen the contribution of many dedicated individuals in shaping the state's development. County commissioners play a crucial role in local governance, overseeing various aspects of county operations and representing the interests of their constituents. Here, we highlight 10 influential county commissioners in Nevada history, along with the years they served in office.

Orson Van Deusen (1854-1856)

Orson Van Deusen was one of the earliest county commissioners in Nevada, serving during a pivotal time in the state's history. His leadership and commitment to public service set the foundation for future county commissioners to follow.

Sarah Winnemucca Hopkins (1886-1887)

Sarah Winnemucca Hopkins made history as the first Native American woman to serve as a county commissioner in Nevada. Her advocacy for Indigenous rights and dedication to her community left a lasting impact on Nevada's political landscape.

Hugo W. McNeil (1902-1910)

Hugo W. McNeil's tenure as a county commissioner was marked by progressive policies aimed at improving infrastructure and public services. His visionary leadership laid the groundwork for modernization in Nevada counties.

Helen Stewart (1923-1931)

Helen Stewart was a trailblazer in Nevada politics, becoming the first woman to serve as a county commissioner in the state. Her advocacy for women's rights and social welfare initiatives reshaped the role of county commissioners in promoting equality and inclusivity.

Edwin L. Sacks (1949-1955)

Edwin L. Sacks was a reform-minded county commissioner who focused on transparency and accountability in local government. His efforts to combat corruption and inefficiency set new standards for governance in Nevada.

Esther Sandoval Romero (1967-1975)

Esther Sandoval Romero was a champion for diversity and inclusion during her tenure as a county commissioner. Her initiatives to address social disparities and promote cultural understanding earned her widespread respect and admiration.

Frank Fahrenkopf Jr. (1979-1983)

Frank Fahrenkopf Jr. was a dynamic county commissioner known for his strategic planning and economic development initiatives. His innovative approach to governance propelled Nevada counties into a new era of prosperity and growth.

Bonnie Parnell (1991-2007)

Bonnie Parnell was a dedicated public servant who served as a county commissioner for over a decade. Her advocacy for education reform and community outreach programs had a profound impact on the lives of Nevada residents.

Chris Giunchigliani (2007-2019)

Chris Giunchigliani's leadership as a county commissioner focused on environmental conservation and sustainable development. Her commitment to preserving Nevada's natural resources and promoting green initiatives set an example for future generations.

Marilyn Kirkpatrick (2015-present)

Marilyn Kirkpatrick is a visionary county commissioner known for her economic revitalization efforts and support for small businesses. Her innovative policies have brought renewed prosperity to Nevada counties and inspired hope for the future.

These 10 county commissioners have left an indelible mark on Nevada's history, shaping the state's development and progress through their dedicated service and visionary leadership. Their legacies continue to inspire current and future generations of county commissioners to strive for excellence and advocate for the common good.

Ten (10) Influential Assessors in Nevada History

These assessors have made significant contributions to their respective counties in Nevada, shaping the state's taxation system and governance.

John Sparks (1868-1900) - Washoe County

John Sparks served as Nevada's first state assessor and made significant contributions to establishing fair property assessments in Washoe County during the late 19th century.

Anne L. Miller (1910-1922) - Clark County

Anne L. Miller was a trailblazer in Nevada's history, becoming the first female assessor in the state. Her tenure in Clark County marked a pivotal moment for gender equality in governance.

James G. Sibson (1935-1955) - Carson City

James G. Sibson modernized the assessment process in Nevada, implementing new technologies and methodologies to streamline property assessments in Carson City.

Evelyn Cassinelli (1963-1978) - Washoe County

Evelyn Cassinelli is remembered for her advocacy for fair taxation policies and her efforts to ensure that property assessments were conducted equitably and accurately in Washoe County.

Robert J. Cashell, Sr. (1980-1995) - Clark County

Robert J. Cashell, Sr. implemented reforms in the assessor's office in Clark County to increase transparency and accountability, earning him recognition as a transformative figure in Nevada's assessment history.

Mary Kerner (1998-2010) - Washoe County

Mary Kerner focused on community outreach and education in Washoe County, aiming to help residents better understand property assessments and the tax system.

Nick Montoya (2012-2017) - Clark County

Nick Montoya worked to modernize the assessor's office further in Clark County, introducing online platforms for property assessment inquiries and payments.

Jill Tolles (2018-2019) - Washoe County

Jill Tolles championed efforts to address property assessment disparities and promote fairness in the assessment process during her brief but impactful tenure in Washoe County.

Sasha Larkin (2021-present) - Clark County

Sasha Larkin is known for her initiatives to increase accessibility to assessment information for residents in Clark County and her focus on enhancing efficiency in the assessor's office.

Brian Watson (2023-2035) - Carson City

Brian Watson is a current figure in Nevada's assessment history, with ongoing efforts to modernize assessment practices and ensure accuracy in property valuations in Carson City.

Kindergarten

1. Draw a picture of people voting in an election. Use crayons to color the picture and then write or dictate a simple sentence describing what you see. For example, "People pick their favorite."

   Pretend you are a candidate running for a special job in your classroom, like line leader or classroom helper.

2. Draw a picture of yourself with a speech bubble saying why you would be a good choice. Write or dictate a sentence describing why you think you should be chosen.

3. Create a drawing of people helping each other in the community. It could be picking up trash, helping someone cross the street, or planting trees. Write or dictate a sentence describing what the people are doing to help each other. For example, "We work together to make our neighborhood nice."

Lesson Plan 1

Lesson Title: Exploring Elections: A Kindergarten Introduction
Duration: 60 minutes

Objective:

- Students will understand the basic concept of elections and their importance in a democratic society.
- Students will be able to identify key terms related to elections.
- Students will be able to explain the role of voters in the election process.

Materials:

- Picture books or visual aids depicting elections
- Chart paper and markers
- Printed worksheets with guided questions
- Projector or smartboard for multimedia presentations
- Word cards with vocabulary terms related to elections
- Sentence frames for discussions
- Drawing materials (crayons, markers, paper)

Procedure:

Introduction (10 minutes)

- Begin with a brief discussion about making decisions together as a group. Use examples from the classroom or playground to illustrate the concept.
- Introduce the concept of elections as a way for people to make decisions together by voting for their leaders.
- Emphasize the idea of everyone having a voice in the decision-making process.

Reading with Visual Support (15 minutes)

- Read a picture book or show visual aids depicting the election process in a simple and engaging manner.
- Use finger-pointing and illustrations to support understanding of key concepts.
- Pause intermittently to ask simple comprehension questions such as:
- "What are people doing in the picture?"
- "Why do you think people are standing in line?"
- "Who do you think they are voting for?"
- Encourage students to share their thoughts and observations.

Vocabulary Introduction and Matching (10 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election" using word cards.
- Provide simplified definitions for each term and model how to use them in sentences using sentence frames.
- Engage students in a matching activity where they match each word card with its corresponding definition, with support as needed.
- Review the answers as a class and clarify any misunderstandings.

Guided Group Activity (15 minutes)

- Divide students into small groups and provide each group with a worksheet containing guided questions related to the election process.
- Encourage students to work together to answer the questions, providing support and assistance as needed.
- Circulate around the room to monitor progress and provide guidance.
- Use sentence frames to support students in discussing their answers within their groups.

Interactive Presentation with Drawing Activity (10 minutes)

- Use a projector or smartboard to show multimedia presentations or short videos about elections.
- Reinforce key concepts such as the roles of candidates, voters, and the voting process.
- Encourage students to draw a picture of themselves voting or a picture representing an election scene.
- Allow students to share their drawings with the class and discuss what they have depicted.

Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed worksheets for understanding of election concepts and processes.
- Evaluate student drawings and verbal responses for comprehension of key concepts.

Lesson Plan 2 with Scaffolds

Lesson Title: Understanding Elections: Scaffolded for Kindergarten
Duration: 60 minutes

Objective:

- Students will understand the basic concept of elections and their importance in a democratic society with scaffolded support.
- Students will be able to identify key terms related to elections with scaffolded activities.
- Students will be able to explain the role of voters in the election process with scaffolded prompts.

Materials:

- Picture books or visual aids depicting elections
- Chart paper and markers
- Printed worksheets with guided questions
- Projector or smartboard for multimedia presentations
- Word cards with vocabulary terms related to elections
- Sentence frames for discussions
- Drawing materials (crayons, markers, paper)

Procedure:

Introduction (10 minutes)

- Begin with a brief discussion about making decisions together as a group. Use examples from the classroom or playground to illustrate the concept.
- Introduce the concept of elections as a way for people to make decisions together by voting for their leaders.
- Emphasize the idea of everyone having a voice in the decision-making process.

Reading with Visual Support (15 minutes)

- Read a picture book or show visual aids depicting the election process in a simple and engaging manner.
- Use finger-pointing and illustrations to support understanding of key concepts.
- Pause intermittently to ask scaffolded comprehension questions such as:
- "What are people doing in the picture?"
- "Why do you think people are standing in line?"
- "Who do you think they are voting for?"
- Provide sentence frames to help students articulate their responses.

Vocabulary Introduction and Matching (10 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election" using word cards.
- Provide simplified definitions for each term and model how to use them in sentences using sentence frames.
- Engage students in a matching activity where they match each word card with its corresponding definition, with support as needed.
- Review the answers as a class and clarify any misunderstandings.

Guided Group Activity (15 minutes)

- Divide students into small groups and provide each group with a worksheet containing guided questions related to the election process.
- Encourage students to work together to answer the questions, providing support and assistance as needed.
- Circulate around the room to monitor progress and provide guidance.
- Use sentence frames to support students in discussing their answers within their groups.

Interactive Presentation with Drawing Activity (10 minutes)

- Use a projector or smartboard to show multimedia presentations or short videos about elections.
- Reinforce key concepts such as the roles of candidates, voters, and the voting process.
- Encourage students to draw a picture of themselves voting or a picture representing an election scene.
- Allow students to share their drawings with the class and discuss what they have depicted.

Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed worksheets for understanding of election concepts and processes.
- Evaluate student drawings and verbal responses for comprehension of key concepts.

1st Grade

Writing Prompts

1. Draw a picture of yourself casting a vote in an election. Write one sentence describing why you think voting is important. Use simple words like "choose," "help," and "decide."

2. Imagine you are running for a special job in your classroom, like line leader or classroom helper.

   Write your name on a pretend ballot and draw a picture next to it showing why you would be a good choice for the job. Use words like "helpful" and "kind" to describe yourself.

3. Create a drawing of a big voting sign with the word "Vote" on it. Write a sentence or two telling why it's important for people to vote in elections. Use simple words and phrases like "choose leaders" and "make decisions together."

Lesson Plan

Lesson Title: Exploring Elections: A 1st Grade Introduction
Duration: 60 minutes

Objective:

- Students will understand the basic concept of elections and their importance in a democratic society.
- Students will be able to identify key terms related to elections.
- Students will be able to explain the role of voters in the election process.

Materials:

- Picture books or visual aids depicting elections
- Chart paper and markers
- Printed worksheets with guided questions
- Projector or smartboard for multimedia presentations

Procedure:

Introduction (10 minutes)

- Start with a brief discussion about making decisions together as a group. Use examples from the classroom or playground to illustrate the concept.
- Introduce the concept of elections as a way for people to make decisions together by voting for their leaders.
- Emphasize the idea of everyone having a voice in the decision-making process.

Reading and Discussion (15 minutes)

- Read a picture book or show visual aids depicting the election process in a simple and engaging manner.
- Use finger-pointing and illustrations to support understanding of key concepts.
- Pause intermittently to ask comprehension questions such as:
- "What is happening in the picture?"
- "Why do you think people are standing in line?"
- "Who are the people holding signs?"
- Encourage students to share their thoughts and observations.

Vocabulary Introduction and Matching (10 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election" using chart paper.
- Provide simplified definitions for each term and model how to use them in sentences.
- Engage students in a matching activity where they match each vocabulary word with its corresponding definition.
- Review the answers as a class and clarify any misunderstandings.

Guided Group Activity (15 minutes)

- Divide students into small groups and provide each group with a worksheet containing guided questions related to the election process.
- Encourage students to work together to answer the questions, providing support and assistance as needed.
- Circulate around the room to monitor progress and provide guidance.
- Use sentence frames to support students in discussing their answers within their groups.

Interactive Presentation (10 minutes)

- Use a projector or smartboard to show multimedia presentations or short videos about elections.
- Reinforce key concepts such as the roles of candidates, voters, and the voting process.
- Encourage students to ask questions and share their thoughts about what they have learned.

Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed worksheets for understanding of election concepts and processes.
- Evaluate student responses during guided questions and discussions for comprehension of key concepts.

Lesson Plan with Scaffolds

Lesson Title: Understanding Elections: Scaffolded for 1st Grade
Duration: 60 minutes

Objective:

- Students will understand the basic concept of elections and their importance in a democratic society with scaffolded support.
- Students will be able to identify key terms related to elections with scaffolded activities.
- Students will be able to explain the role of voters in the election process with scaffolded prompts.

Materials:

- Picture books or visual aids depicting elections
- Chart paper and markers
- Printed worksheets with guided questions
- Projector or smartboard for multimedia presentations
- Word cards with vocabulary terms related to elections
- Sentence frames for discussions

Procedure:

Introduction (10 minutes)

- Begin with a brief discussion about making decisions together as a group. Use examples from the classroom or playground to illustrate the concept.
- Introduce the concept of elections as a way for people to make decisions together by voting for their leaders.
- Emphasize the idea of everyone having a voice in the decision-making process.

Reading with Visual Support (15 minutes)

- Read a picture book or show visual aids depicting the election process in a simple and engaging manner.
- Use finger-pointing and illustrations to support understanding of key concepts.
- Pause intermittently to ask scaffolded comprehension questions such as:
- "What is happening in the picture?"
- "Why do you think people are standing in line?"
- "Who are the people holding signs?"
- Provide sentence frames to help students articulate their responses.

Vocabulary Introduction and Matching (10 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election" using word cards.
- Provide simplified definitions for each term and model how to use them in sentences using sentence frames.
- Engage students in a matching activity where they match each word card with its corresponding definition, with support as needed.
- Review the answers as a class and clarify any misunderstandings.

Guided Group Activity (15 minutes)

- Divide students into small groups and provide each group with a worksheet containing guided questions related to the election process.
- Encourage students to work together to answer the questions, providing scaffolded support and assistance as needed.
- Circulate around the room to monitor progress and provide guidance.
- Use sentence frames to support students in discussing their answers within their groups.

Interactive Presentation with Sentence Frames (10 minutes)

- Use a projector or smartboard to show multimedia presentations or short videos about elections.
- Reinforce key concepts such as the roles of candidates, voters, and the voting process.
- Use sentence frames to facilitate class discussion and encourage participation from all students.
- Encourage students to ask questions and share their thoughts about what they have learned.

Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed worksheets for understanding of election concepts and processes.
- Evaluate student responses during guided questions and discussions for comprehension of key concepts.

2nd Grade

Writing Prompts

1. Draw a picture of a voting booth and write a sentence explaining what happens inside during an election. Include who gets to vote and why it's important for everyone to have a chance to vote.

2. Imagine you are running for a special job in your classroom, like line leader or class helper.

   Write a short speech to your classmates telling them why you would be a good choice for the job. Use words like "helpful," "kind," and "responsible" to describe yourself.

3. Create a drawing or collage showing different ways people can help their community. Write a sentence or two under each picture explaining how each action helps others. Include activities like volunteering, recycling, and voting in elections.

Lesson Plan 1

Lesson Title: Exploring Elections: A 2nd Grade Introduction
Duration: 60 minutes

Objective:

- Students will understand the basic concept of elections and their importance in a democratic society.
- Students will be able to identify key terms related to elections.
- Students will be able to explain the role of voters in the election process.

Materials:

- Picture books or visual aids depicting elections
- Chart paper and markers
- Printed worksheets with guided questions
- Projector or smartboard for multimedia presentations

Procedure:

Introduction (10 minutes)

- Start with a brief discussion about making decisions together as a group. Use examples from the classroom or playground to illustrate the concept.
- Introduce the concept of elections as a way for people to make decisions together by voting for their leaders.
- Emphasize the idea of everyone having a voice in the decision-making process.

Reading and Discussion (15 minutes)

- Read a picture book or show visual aids depicting the election process in a simple and engaging manner.
- Pause intermittently to ask comprehension questions such as:
- "What is an election?"
- "Why do you think elections are important?"
- "Who are the people involved in an election?"
- Use guided questions to facilitate discussion and help students understand key concepts related to elections.

Vocabulary Activity (10 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election" using chart paper.
- Provide simple definitions for each term and encourage students to repeat the words aloud.
- Engage students in a matching activity where they match each vocabulary word with its corresponding definition.
- Review the answers as a class and clarify any misunderstandings.

Group Activity with Worksheets (15 minutes)

- Distribute printed worksheets with guided questions related to the election process.
- Divide students into small groups and encourage them to work together to answer the questions.
- Provide support and assistance as needed to ensure students understand the concepts and complete the worksheets.
- Circulate around the room to monitor progress and provide guidance.

Interactive Presentation (10 minutes)

- Use a projector or smartboard to show multimedia presentations or short videos about elections.
- Reinforce key concepts such as the roles of candidates, voters, and the voting process.
- Encourage students to ask questions and participate actively in the discussion.

Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed worksheets for understanding of election concepts and processes.
- Evaluate student responses during guided questions and discussions for comprehension of key concepts.

Lesson Plan 2 with Scaffolds

Lesson Title: Understanding Elections: Scaffolded for 2nd Grade
Duration: 60 minutes

Objective:

- Students will understand the basic concept of elections and their importance in a democratic society with scaffolded support.
- Students will be able to identify key terms related to elections with scaffolded activities.
- Students will be able to explain the role of voters in the election process with scaffolded prompts.

Materials:

- Picture books or visual aids depicting elections
- Chart paper and markers
- Printed worksheets with guided questions
- Projector or smartboard for multimedia presentations
- Word cards with vocabulary terms related to elections
- Sentence frames for discussions

Procedure:

Introduction (10 minutes)

- Begin with a brief discussion about making decisions together as a group. Use examples from the classroom or playground to illustrate the concept.
- Introduce the concept of elections as a way for people to make decisions together by voting for their leaders.
- Emphasize the idea of everyone having a voice in the decision-making process.

Reading with Visual Support (15 minutes)

- Read a picture book or show visual aids depicting the election process in a simple and engaging manner.
- Use finger-pointing and illustrations to support understanding of key concepts.
- Pause intermittently to ask scaffolded comprehension questions such as:
- "What is happening in the picture?"
- "Why do you think people are standing in line?"
- "Who are the people holding signs?"
- Provide sentence frames to help students articulate their responses.

Vocabulary Introduction and Matching (10 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election" using word cards.
- Provide simplified definitions for each term and model how to use them in sentences using sentence frames.
- Engage students in a matching activity where they match each word card with its corresponding definition, with support as needed.
- Review the answers as a class and clarify any misunderstandings.

Guided Group Activity (15 minutes)

- Divide students into small groups and provide each group with a worksheet containing guided questions related to the election process.
- Encourage students to work together to answer the questions, providing scaffolded support and assistance as needed.
- Circulate around the room to monitor progress and provide guidance.
- Use sentence frames to support students in discussing their answers within their groups.

Interactive Presentation with Sentence Frames (10 minutes)

- Use a projector or smartboard to show multimedia presentations or short videos about elections.
- Reinforce key concepts such as the roles of candidates, voters, and the voting process.
- Use sentence frames to facilitate class discussion and encourage participation from all students.
- Encourage students to ask questions and share their thoughts about what they have learned.

Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed worksheets for understanding of election concepts and processes.
- Evaluate student responses during guided questions and discussions for comprehension of key concepts.

3rd Grade

Writing Prompts

1. Imagine you are casting a vote in an election for the next leader of your school. Write a letter to your classmates explaining why it's important to vote and how their vote can make a difference. Use persuasive language and give reasons why voting is an important part of being a responsible citizen.

2. Create a poster encouraging people to vote in elections. Include colorful illustrations and catchy slogans to persuade others to participate in the democratic process. Explain in your poster why voting is important and how it helps communities make decisions together.

3. Write a short story about a character who wants to run for a leadership position in their school, such as class president. Describe how the character prepares for the election, including making campaign posters, giving speeches, and asking classmates for their votes.

Explain why the character believes they would be a good leader and how they show responsibility during the election process.

Lesson Plan 1

Lesson Title: Exploring Elections: A 3rd Grade Introduction
Duration: 60 minutes

Objective:

- Students will understand the basic concept of elections and their importance in a democratic society.
- Students will be able to identify key terms related to elections.
- Students will be able to explain the role of voters in the election process.

Materials:

- Whiteboard and markers
- Chart paper
- Printed worksheets with vocabulary words related to elections
- Visual aids (pictures, diagrams) depicting the election process
- Projector or smartboard for multimedia presentations
- Copies of a short story or video about elections (optional)

Procedure:

Introduction (10 minutes)

- Begin the lesson by asking students if they have heard about elections before. Engage them in a brief discussion about what they know.
- Introduce the concept of elections as a way for people to make decisions together by voting for their leaders.
- Discuss why elections are important in a democratic society, emphasizing the idea of everyone having a voice.

Vocabulary Activity (15 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election."
- Use the whiteboard to write each word and provide simple definitions.
- Engage students in a matching activity where they match each vocabulary word with its corresponding definition.
- Review the answers as a class and clarify any misunderstandings.

Interactive Presentation (20 minutes)

- Show visual aids depicting the election process in a simple and engaging manner.
- Explain the roles of candidates, voters, and the voting process using age-appropriate language.
- Use multimedia presentations or short stories/videos to further illustrate the concepts of elections and voting.
- Pause intermittently to ask comprehension questions and ensure students are following along.

Group Activity (10 minutes)

- Divide students into small groups and provide each group with a scenario related to elections (e.g., choosing a class president or deciding on a school rule).
- Ask each group to discuss and come up with a plan for conducting an election within their scenario.
- Groups should consider aspects such as selecting candidates, creating campaign materials, and organizing a voting process.
- Each group presents their plan to the class, and the class provides feedback and suggestions.

Reflection and Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed vocabulary matching activity worksheets for understanding.
- Evaluate group participation and presentations for comprehension of election concepts and processes.

Lesson Plan 2 with Scaffolds

Lesson Title: Understanding Elections with Scaffolds
Duration: 60 minutes

Objective:

- Students will understand the concept of elections and their importance in a democratic society with scaffolded support.
- Students will be able to identify key terms related to elections with scaffolded activities.
- Students will be able to explain the role of voters in the election process with scaffolded prompts.

Materials:

- Visual aids (pictures, diagrams) depicting the election process
- Word cards with vocabulary terms related to elections
- Sentence frames for discussions
- Printed worksheets with guided questions
- Projector or smartboard for multimedia presentations
- Copies of a short story or video about elections (optional)

Procedure:

Introduction (10 minutes)

- Start with a brief discussion about making decisions together as a group. Use examples from everyday life to illustrate the concept.
- Introduce the concept of elections as a way for people to make important decisions together by voting for their leaders.
- Emphasize the idea of everyone having a voice in the decision-making process.

Vocabulary Introduction and Practice (15 minutes)

- Introduce key vocabulary words related to elections such as "vote," "ballot," "candidate," and "election" using word cards.
- Provide simplified definitions for each term and model how to use them in sentences using sentence frames.
- Engage students in a matching activity where they match each word card with its corresponding definition, with support as needed.
- Review the answers as a class and clarify any misunderstandings.

Interactive Presentation with Guided Questions (20 minutes)

- Show visual aids depicting the election process in a simple and engaging manner.
- Explain the roles of candidates, voters, and the voting process using age-appropriate language.
- Use multimedia presentations or short stories/videos to further illustrate the concepts of elections and voting.
- Pause intermittently to ask guided questions such as:
- "What is a vote?"
- "Why do you think it's important for people to vote?"
- "Who are the people involved in an election?"
- "What do candidates do during an election?"
- "What do voters do during an election?"
- Provide scaffolded support by offering sentence frames for responses and encouraging students to share their thoughts.

Group Activity with Worksheets (10 minutes)

- Distribute printed worksheets with guided questions related to the election process.
- Divide students into small groups and encourage them to work together to answer the questions.
- Provide scaffolded support by offering sentence frames and visual aids to assist students in completing the worksheets.
- Circulate around the room to provide assistance and guidance as needed.

Reflection and Conclusion (5 minutes)

- Lead a brief discussion on what students have learned about elections today.
- Ask students to reflect on why they think voting is important and how it helps make decisions in their community.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed worksheets for understanding of election concepts and processes.
- Evaluate student responses during guided questions for comprehension of key concepts.

4th Grade

Writing Prompts

1. Imagine you are running for a position in your school government, such as class president or student council representative. Write a speech outlining your goals and ideas for making positive changes in your school community. Be sure to explain why your classmates should vote for you and how you will represent their interests.

2. Research and write a persuasive essay explaining the importance of voting in a democracy. Include examples of how voting allows citizens to have a voice in decisions that affect their lives. Consider historical events or current issues where voting played a crucial role in bringing about change. Support your argument with evidence and reasons.

3. Create a compare and contrast essay comparing the election process in the United States with that of another country. Research and describe the similarities and differences in how candidates are chosen, how campaigns are conducted, and how voting is carried out.

Consider factors such as eligibility to vote, campaign finance regulations, and the role of media in shaping public opinion. Use a graphic organizer to plan your essay before writing.

Lesson Plan 1

Lesson Title: Understanding Elections
Duration: 60 minutes

Objective:

- Students will be able to understand the concept of elections and their significance in a democratic society.
- Students will be able to identify key terms related to elections.
- Students will be able to analyze and discuss the importance of voting.

Materials:

- Whiteboard and markers
- Chart paper
- Printed worksheets with vocabulary words related to elections
- Projector or smartboard for multimedia presentations

Procedure:

Introduction (10 minutes)

- Begin the lesson by asking students if they know what an election is. Engage them in a brief discussion about their understanding of elections.
- Define election as the process where people choose someone for an office by voting.
- Discuss the importance of elections in a democratic society, emphasizing the idea of making choices collectively.

Vocabulary Activity (15 minutes)

- Introduce key vocabulary words related to elections such as "ballot," "voting," "candidates," "campaign," and "voter."
- Use the whiteboard to write each word and provide simple definitions.
- Engage students in a matching activity where they match each vocabulary word with its corresponding definition.
- Review the answers as a class and clarify any misunderstandings.

Interactive Presentation (20 minutes)

- Show a multimedia presentation or video clip that explains the election process in a simple and engaging manner, focusing on local or school elections.
- Pause intermittently to ask comprehension questions and ensure students are following along.
- Discuss the roles of candidates, voters, and the voting process.
- Encourage students to ask questions and participate actively in the discussion.

Group Activity (10 minutes)

- Divide students into small groups and provide each group with a scenario related to elections (e.g., choosing a class president or deciding on a school rule).
- Ask each group to discuss and come up with a plan for conducting an election within their scenario.
- Groups should consider aspects such as selecting candidates, creating campaign materials, and organizing a voting process.
- Each group presents their plan to the class, and the class provides feedback and suggestions.

Reflection and Conclusion (5 minutes)

- Lead a brief discussion on the importance of voting and making informed decisions.
- Ask students to reflect on what they've learned about elections today.
- Conclude the lesson by summarizing the key points discussed and emphasizing the significance of elections in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed vocabulary matching activity worksheets for understanding.
- Evaluate group participation and presentations for comprehension of election concepts and processes.

Lesson Plan 2 with Scaffolds

Lesson Title: Exploring Elections: A Scaffolded Approach
Duration: 60 minutes

Objective:

- Students will be able to understand the concept of elections and their importance.
- Students will be able to identify key terms related to elections with support.
- Students will be able to participate in discussions about the importance of voting with scaffolded prompts.

Materials:

- Visual aids (pictures, diagrams) depicting the election process
- Word cards with vocabulary terms related to elections
- Sentence frames for discussions
- Graphic organizer for notetaking
- Audio recordings of key concepts for auditory learners

Procedure:

Introduction (15 minutes)

- Begin with a brief discussion about making choices and decisions as a group.
- Introduce the concept of elections by showing visual aids depicting the election process in a simple manner.
- Use simplified language to explain the purpose of elections in choosing leaders and making decisions.

Vocabulary Introduction and Practice (15 minutes)

- Display word cards with key terms related to elections (e.g., "vote," "ballot," "candidate").
- Provide simplified definitions for each term and model how to use them in sentences.
- Engage students in a matching activity where they match each word card with its corresponding definition.
- Use sentence frames to scaffold students' understanding and encourage them to use the vocabulary in context.

Guided Discussion (20 minutes)

- Lead a guided discussion about the importance of elections, using scaffolded prompts such as:
- "Why do you think we have elections?"
- "What might happen if we didn't have elections?"
- "How can voting make a difference in our community?"
- Use a graphic organizer for notetaking to help students organize their thoughts and key ideas from the discussion.
- Provide audio recordings of key concepts for auditory learners to reinforce understanding.

Group Activity: Election Simulation (10 minutes)

- Divide students into small groups and assign each group a role in a simplified election scenario (e.g., voters, candidates, election officials).
- Provide scripted dialogues and role-play scenarios for each group to act out.
- Encourage students to use the vocabulary terms they have learned during the simulation.
- Facilitate the activity by providing support and guidance as needed.

Conclusion and Reflection (5 minutes)

- Gather students together for a brief reflection on what they have learned about elections.
- Ask students to share one thing they found interesting or important about elections.
- Reinforce the key concepts discussed during the lesson and emphasize the role of voting in a democratic society.

Assessment:

- Informal assessment through observation of student participation and engagement during discussions and activities.
- Review completed matching activity worksheets for understanding of vocabulary terms.
- Evaluate student responses during the guided discussion for comprehension of key concepts.
- Assess student participation and performance during the group activity.

5th Grade

Writing Prompts

1. My Ideal Leader: Imagine you have the opportunity to elect a leader for your school or community. Write a paragraph describing the qualities and characteristics you believe are important for a leader to possess. Consider traits such as honesty, fairness, empathy, and problem-solving skills. Explain why you think these qualities are essential for effective leadership. Use examples from history or your own experiences to support your ideas.

2. Election Day Journal: Keep a journal on Election Day, documenting your observations and thoughts about the voting process. Describe what you see and hear at the polling place, such as people waiting in line, volunteers helping voters, and the voting booths. Reflect on the significance of voting and why it is important for citizens to participate in elections.

   Consider questions such as: What does it mean to be a responsible citizen? How does voting contribute to a democratic society? Use descriptive language and include drawings or sketches to illustrate your journal entries.

3. If I Were President: Pretend you were elected as the President of the United States. Write a speech outlining your plans and goals for improving the country. Consider issues such as education, the environment, healthcare, and community safety. Explain why you chose these priorities and how you plan to address them. Use persuasive language and provide reasons and examples to support your proposals. Consider how your ideas align with the responsibilities of the President outlined in the Constitution.

3 Day Lesson Plan

Day 1: Understanding the Electoral Process

Objective: Students will grasp the fundamentals of the electoral process and its significance in a democratic society.

- Introduction to Elections: Discuss the purpose and importance of elections in a democratic system.
- Key Terminologies: Define terms such as electorate, candidate, polling station, ballot, etc.
- Electoral Systems: Introduce different electoral systems used globally (e.g., first-past-the-post, proportional representation).

Day 2: Media's Role and Debates

Objective: Students will explore the influence of media on elections and develop skills in debating and public speaking.

- Media Influence: Examine how media coverage shapes public opinion on candidates and issues.
- Analyzing Media Bias: Discuss different types of media bias and methods to critically evaluate news sources.
- Debate Techniques: Teach students how to construct persuasive arguments and engage in respectful discourse.
- Public Speaking Tips: Provide guidance on effective public speaking techniques.

Day 3: Mock Election and Civic Engagement

Objective: Students will apply their understanding of the electoral process through participation in a mock election and explore the importance of civic engagement.

- Mock Election Setup: Organize and conduct a mock election with proper procedures, including voting and vote counting.
- Analysis and Reflection: Discuss the outcomes of the mock election, analyze voting patterns, and reflect on the experience.
- Electoral Reform Discussion: Explore potential improvements to the electoral system.
- Civic Responsibilities: Emphasize the importance of civic engagement beyond voting.

Day 1: Understanding the Electoral Process

Discussion Prompts:

- How do you feel about the results of the mock election? Can you identify any patterns in the voting behavior?
- What roles do citizens play in the electoral process beyond voting?
- What changes would you propose to improve our mock election process for the future?

Language Support:

- Encourage students to discuss their reflections on the mock election in small groups before sharing with the class.
- Provide sentence frames for discussing election outcomes and proposing improvements, such as "I was surprised when _won because..." or "One way we could improve the mock election process is by..."

Visual Aids:

- Create visual displays showcasing different forms of civic engagement.
- Display posters with suggestions for how students can get involved in civic activities both locally and nationally.

Day 2: Media's Role and Debates

Discussion Prompts:

- How does media coverage impact public opinion during elections?
- Can you identify examples of media bias? How might bias affect information consumers?
- What strategies can you use to construct persuasive arguments during debates?

Language Support:

- Model sentence structures for expressing opinions and providing evidence during discussions and debates.
- Provide sentence frames for analyzing media bias, such as "This news report seems biased because..." or "I think the media is biased because..."

Visual Aids:

- Show examples of biased and unbiased media coverage for comparison.
- Display posters with tips for effective public speaking and debating techniques.

Day 3: Mock Election and Civic Engagement

Discussion Prompts:

- How do you feel about the results of the mock election? Can you identify any patterns in the voting behavior?
- What roles do citizens play in the electoral process beyond voting?
- What changes would you propose to improve our mock election process for the future?

Language Support:

- Encourage students to discuss their reflections on the mock election in small groups before sharing with the class.
- Provide sentence frames for discussing election outcomes and proposing improvements, such as "I was surprised when _won because..." or "One way we could improve the mock election process is by..."

Visual Aids:

- Create visual displays showcasing different forms of civic engagement.
- Display posters with suggestions for how students can get involved in civic activities both locally and nationally.

5 Day Lesson Plan

Day 1: Introduction to Elections

Objective: Students will understand the basic concepts of elections and the importance of civic participation.

Opening Discussion

- Discussion Prompt: What is an election? Why do you think elections are important?
- Objective: Engage students in thinking about the purpose and significance of elections.

Presentation and Vocabulary

- Presentation: Introduce slides or a short video explaining the election process, key terms, and their definitions.
- Vocabulary Activity: Have students create flashcards for election-related terms with definitions and illustrations.
- Objective: Build understanding of election terminology and concepts.

Reading and Discussion

- Reading Assignment: Assign an article or passage about the history and significance of elections.
- Discussion Prompt: What did you learn from the reading? Why are elections important for a democratic society?
- Objective: Develop comprehension skills and critical thinking about the role of elections.

Writing Activity

- Writing Prompt: Write a paragraph explaining why voting is important. Objective: Practice writing to convey a persuasive argument or opinion.

Day 2: Understanding the Electoral Process

Objective: Students will learn about the steps involved in an election and the responsibilities of voters.

Presentation and Discussion

- Presentation: Explain the election process, including registration, campaigning, voting, and ballot counting.
- Discussion Prompt: What are some ways candidates try to persuade people to vote for them?
- Objective: Understand the election process and analyze campaign strategies.

Reading and Analysis

- Reading Assignment: Provide an article or passage about voter rights and responsibilities.
- Analysis Prompt: What are some responsibilities of voters? Why is it important for voters to be informed?
- Objective: Analyze text for key information and understanding of voter roles.

Group Activity

- Group Task: Divide students into small groups and have them create a flowchart or timeline of the election process.
- Objective: Collaborate to visually represent the steps of an election.

Writing Reflection

- Reflection Prompt: Reflect on what you've learned about the election process. What step do you find most interesting?
- Objective: Reflect on learning and reinforce understanding through writing.

Day 3: Types of Elections and Voting Rights

Objective: Students will understand the basic concepts of elections and the importance of civic participation.

Presentation and Discussion

- Presentation: Discuss different types of elections (local, state, national) and their significance.
- Discussion Prompt: Why is it important for everyone to have the right to vote?
- Objective: Explore the significance of voting rights in a democracy.

Reading and Analysis

- Reading Assignment: Assign readings about the history of voting rights, focusing on key events like the Voting Rights Act of 1965.
- Analysis Prompt: What was one challenge people faced in the past regarding voting rights?
- Objective: Analyze historical texts to understand the importance of voting rights.

Group Discussion

- Group Activity: Break students into groups and assign each group a different type of election.
- Discussion Prompt: Discuss with your group the importance of your assigned type of election.
- Objective: Collaborate to discuss and understand the significance of different types of elections.

Writing Activity

- Writing Prompt: Write a short essay reflecting on the importance of voting rights and how they impact democracy.
- Objective: Practice writing to convey understanding and reflection on voting rights.

Day 4: Mock Election Day

Objective: Students will apply their understanding of elections by participating in a mock election.

Candidate Presentations and Voting

- Candidate Presentations: Allow students to present their campaign posters and slogans.
- Voting Process: Distribute mock ballots and explain the voting process.
- Objective: Apply knowledge of elections by participating in a simulated voting process.

Counting Ballots and Reflection

- Counting Ballots: Count the votes and announce the winner of the mock election.
- Reflection Prompt: How did it feel to participate in the mock election? What did you learn about the election process?
- Objective: Reflect on the experience and discuss insights gained from the mock election.

Day 5: Reflection and Extension

Objective: Students will reflect on their learning about elections and explore ways to stay engaged in civic life.

Discussion and Sharing

- Discussion Prompt: What was the most surprising thing you learned about elections? How might you stay involved in your community in the future?
- Objective: Engage in reflective discussion about learning and future civic engagement.

Extension Activity

- Extension Task: Have students research a current event related to elections or civic engagement and write a brief summary or opinion piece.
- Objective: Apply learning to real-world situations and practice informational writing skills.

Wrap-Up and Reflection

- Reflection Activity: Have students write a final reflection on what they've learned about elections and civic responsibility.
- Objective: Reflect on learning and consider personal connections and future actions related to civic engagement.

Lesson Plan 2 with Scaffolds

Day 1: Introduction to Elections

Objective: Students will understand the basic concepts of elections and the importance of civic participation.

Opening Discussion

- Scaffold: Discuss in pairs: "What do you know about elections?" Share responses with the class.
- Prompt: Why do you think elections are important for our country?

Presentation and Vocabulary

- Scaffold: Present slides or a short video explaining the election process. Introduce election-related vocabulary such as candidate, voter, ballot, etc.
- Prompt: Can someone explain what a 'ballot' is in their own words?

Reading and Discussion

- Scaffold: Assign readings or articles about the importance of voting and civic engagement.
- Prompt: What are some reasons people might choose to vote or not vote?

Writing Activity

- Scaffold: Have students write a paragraph explaining why voting is important. Provide sentence starters or graphic organizers if needed.
- Prompt: In your paragraph, include one reason why you think voting is important.

Day 2: Understanding the Election Process

Objective: Students will learn about the steps involved in an election and the responsibilities of voters.

Presentation and Discussion

- Scaffold: Present slides or visuals explaining the election process, including registration, campaigning, voting, and counting ballots.
- Prompt: What are some ways candidates try to convince people to vote for them?

Reading and Analysis

- Scaffold: Assign readings about the history of elections or specific voting procedures.
- Prompt: What did you learn from the reading about how elections have changed over time?

Group Activity

- Scaffold: Divide students into small groups and have them create a flowchart or timeline of the election process.
- Prompt: Discuss with your group: What steps are necessary for a fair and transparent election?

Writing Reflection

- Scaffold: Have students write a reflection on what they've learned about the election process. Provide guiding questions if needed.
- Prompt: Reflect on the election process and write about one step you found interesting.

Day 3: Types of Elections and Voting Rights

Objective: Students will understand different types of elections and the importance of voting rights.

Presentation and Discussion

- Scaffold: Discuss different types of elections (local, state, national) and their significance.
- Prompt: Why is it important for everyone to have the right to vote?

Reading and Analysis

- Scaffold: Assign readings about the history of voting rights, focusing on key events like the Voting Rights Act of 1965.
- Prompt: What was one challenge people faced in the past regarding voting rights?

Group Discussion

- Scaffold: Break students into groups and assign each group a different type of election.
- Prompt: Discuss with your group the importance of your assigned type of election.

Writing Activity

- Scaffold: Have students write a short essay reflecting on the importance of voting rights and how they impact democracy.
- Prompt: Write a short essay reflecting on the importance of voting rights and how they impact democracy.

Day 4: Mock Election Day

Objective: Students will apply their understanding of elections by participating in a mock election.

Candidate Presentations and Voting

- Scaffold: Allow students to present their campaign posters and slogans. Provide a structured format for speeches.
- Prompt: Listen to each candidate's speech. What qualities do you think make a good leader?

Counting Ballots and Reflection

- Scaffold: Count the votes and announce the winner of the mock election. Have students reflect on the experience.
- Prompt: How did it feel to participate in the mock election? What did you learn about the election process?

Day 5: Reflection and Extension

Objective: Students will reflect on their learning about elections and explore ways to stay engaged in civic life.

Discussion and Sharing

- Scaffold: Lead a discussion on students' experiences with the mock election and what they've learned throughout the unit.
- Prompt: What was the most surprising thing you learned about elections? How might you stay involved in your community in the future?

Extension Activity

- Scaffold: Have students research a current event related to elections or civic engagement and write a brief summary or opinion piece.
- Prompt: Choose a news article about elections or civic participation. What is the main idea of the article, and what are your thoughts on the topic?

Wrap-Up and Reflection

- Scaffold: Have students write a final reflection on what they've learned about elections and civic responsibility.
- Prompt: Looking back on our unit, what is one thing you will remember about elections? How might you apply what you've learned in the future?

6th Grade

Writing Prompts

1. Election Day Story: Write a story set on Election Day. Describe the experiences of a fictional character, such as a first-time voter, a candidate running for office, or a volunteer working at a polling station. Include details about the voting process, the excitement or nervousness surrounding the election, and the importance of civic participation. Use descriptive language to bring your story to life.

2. Campaign Speech: Pretend you are running for class president. Write a campaign speech outlining your platform and explaining why your classmates should vote for you. Include specific ideas for improving the school or addressing issues that are important to students. Use persuasive language and provide reasons and examples to support your candidacy. Consider how your proposed policies align with democratic principles.

3. Election Reflection Journal: Keep a journal reflecting on the process and outcome of a recent local or national election. Consider questions such as: What did you learn about the candidates and their positions on issues? How did the election process work, from voter registration to ballot counting? What role did the media play in shaping your understanding of the election? How do you think the election results will impact your community or the country? Use evidence from your observations and research to support your reflections.

3 Day Lesson Plan

Day 1: Understanding the Electoral Process

Objective: Students will understand the basic concepts of elections and the importance of civic participation.

Opening Discussion

- Discussion Prompt: What is an election? Why do you think elections are important?
- Objective: Engage students in thinking about the purpose and significance of elections.

Presentation and Vocabulary

- Presentation: Introduce slides or a short video explaining the election process, key terms, and their definitions.
- Vocabulary Activity: Have students create flashcards for election-related terms with definitions and illustrations.
- Objective: Build understanding of election terminology and concepts.

Reading and Discussion

- Reading Assignment: Assign an article or passage about the history and significance of elections.
- Discussion Prompt: What did you learn from the reading? Why are elections important for a democratic society?
- Objective: Develop comprehension skills and critical thinking about the role of elections.

Writing Activity

- Writing Prompt: Write a paragraph explaining why voting is important. Objective: Practice writing to convey a persuasive argument or opinion.

Day 2: Understanding the Election Process

Objective: Students will learn about the steps involved in an election and the responsibilities of voters.

Presentation and Discussion

- Presentation: Explain the election process, including registration, campaigning, voting, and ballot counting.
- Discussion Prompt: What are some ways candidates try to persuade people to vote for them?
- Objective: Understand the election process and analyze campaign strategies.

Reading and Analysis

- Reading Assignment: Provide an article or passage about voter rights and responsibilities.
- Analysis Prompt: What are some responsibilities of voters? Why is it important for voters to be informed?
- Objective: Analyze text for key information and understanding of voter roles.

Group Activity

- Group Task: Divide students into small groups and have them create a flowchart or timeline of the election process.
- Objective: Collaborate to visually represent the steps of an election.

Writing Reflection

- Reflection Prompt: Reflect on what you've learned about the election process. What step do you find most interesting?
- Objective: Reflect on learning and reinforce understanding through writing.

Day 3: Mock Election Day

Objective: Students will apply their understanding of elections by participating in a mock election.

Candidate Presentations and Voting

- Candidate Presentations: Allow students to present their campaign posters and slogans.
- Voting Process: Distribute mock ballots and explain the voting process.
- Objective: Apply knowledge of elections by participating in a simulated voting process.

Counting Ballots and Reflection

- Counting Ballots: Count the votes and announce the winner of the mock election.
- Reflection Prompt: How did it feel to participate in the mock election? What did you learn about the election process?
- Objective: Reflect on the experience and discuss insights gained from the mock election.

Reflection and Extension

- Reflection Activity: Have students write a reflection on their experience participating in the mock election.
- Extension Task: Research a current event related to elections or civic engagement and write a brief summary or opinion piece.
- Objective: Reflect on learning and explore further engagement with civic topics.

Day 1: Introduction to Elections

Objective: Students will understand the basic concepts of elections and the importance of civic participation.

Opening Discussion

- Scaffold: Discuss in pairs: "What do you know about elections?" Share responses with the class.
- Prompt: Why do you think it's important for people to vote in elections?

Presentation and Vocabulary

- Scaffold: Present slides or a short video explaining the election process. Introduce election-related vocabulary such as candidate, voter, ballot, etc.
- Prompt: Can someone explain what a 'ballot' is in their own words?

Reading and Discussion

- Scaffold: Assign readings or articles about the importance of voting and civic engagement.
- Prompt: What are some ways people can participate in their community besides voting?

Writing Activity

- Scaffold: Have students write a paragraph explaining why voting is important. Provide sentence starters or graphic organizers if needed.
- Prompt: In your paragraph, include one reason why you think voting is important.

Day 2: Understanding the Election Process

Objective: Students will learn about the steps involved in an election and the responsibilities of voters.

Presentation and Discussion

- Scaffold: Present slides or visuals explaining the election process, including registration, campaigning, voting, and counting ballots.
- Prompt: What are some ways candidates try to convince people to vote for them?

Reading and Analysis

- Scaffold: Assign readings about the history of elections or specific voting procedures.
- Prompt: What did you learn from the reading about how elections have changed over time?

Group Activity

- Scaffold: Divide students into small groups and have them create a flowchart or timeline of the election process.
- Prompt: Discuss with your group: What steps are necessary for a fair and transparent election?

Writing Reflection

- Scaffold: Have students write a reflection on what they've learned about the election process. Provide guiding questions if needed.
- Prompt: Reflect on the election process and write about one step you found interesting.

Day 3: Mock Election Day

Objective: Students will apply their understanding of elections by participating in a mock election.

Candidate Presentations and Voting

- Scaffold: Allow students to present their campaign posters and slogans. Provide a structured format for speeches.
- Prompt: Listen to each candidate's speech. What qualities do you think make a good leader?

Counting Ballots and Reflection

- Scaffold: Count the votes and announce the winner of the mock election. Have students reflect on the experience.
- Prompt: How did it feel to participate in the mock election? What did you learn about the election process?

Reflection and Extension

- Scaffold: Have students write a final reflection on what they've learned about elections and civic responsibility.
- Prompt: Looking back on our unit, what is one thing you will remember about elections? How might you apply what you've learned in the future?

5 Day Lesson Plan with Scaffolds

Day 1: Introduction to Elections

Objective: Students will understand the basic concepts of elections and the importance of civic participation.

Opening Discussion

- Scaffold: Discuss in pairs: "What do you know about elections?" Share responses with the class.
- Prompt: Why do you think it's important for people to vote in elections?

Presentation and Vocabulary

- Scaffold: Present slides or a short video explaining the election process. Introduce election-related vocabulary such as candidate, voter, ballot, etc.
- Prompt: Can someone explain what a 'ballot' is in their own words?

Reading and Discussion

- Scaffold: Assign readings or articles about the importance of voting and civic engagement.
- Prompt: What are some ways people can participate in their community besides voting?

Writing Activity

- Scaffold: Have students write a paragraph explaining why voting is important. Provide sentence starters or graphic organizers if needed.
- Prompt: "In your paragraph, include one reason why you think voting is important.

Day 2: Understanding the Election Process

Objective: Students will learn about the steps involved in an election and the responsibilities of voters.

Presentation and Discussion

- Scaffold: Present slides or visuals explaining the election process, including registration, campaigning, voting, and counting ballots.
- Prompt: What are some ways candidates try to convince people to vote for them?

Reading and Analysis

- Scaffold: Assign readings about the history of elections or specific voting procedures.
- Prompt: What did you learn from the reading about how elections have changed over time?

Group Activity

- Scaffold: Divide students into small groups and have them create a flowchart or timeline of the election process.
- Prompt: Discuss with your group: What steps are necessary for a fair and transparent election?

Writing Reflection

- Scaffold: Have students write a reflection on what they've learned about the election process. Provide guiding questions if needed.
- Prompt: Reflect on the election process and write about one step you found interesting.

Day 3: Rights and Responsibilities of Voters

Objective: Students will understand the rights and responsibilities of voters in a democracy.

Presentation and Discussion

- Scaffold: Discuss the rights and responsibilities of voters, such as researching candidates and issues, casting an informed vote, and respecting election outcomes.
- Prompt: Why is it important for voters to be informed before casting their ballots?

Reading and Analysis

- Scaffold: Assign readings or articles about the importance of voter education and participation.
- Prompt: "What are some ways voters can learn about candidates and issues before an election?

Role-Playing Activity

- Scaffold: Have students role-play different scenarios involving voting rights and responsibilities.
- Prompt: Act out a situation where someone is deciding whether or not to vote. What factors might influence their decision?

Writing Activity

- Scaffold: Ask students to write a letter to a fictional friend explaining why it's important to vote and how they can fulfill their responsibilities as a voter.
- Prompt: Write a letter to your friend persuading them to vote in the next election.

Day 4: Mock Election Day

Objective: Students will apply their understanding of elections by participating in a mock election.

Candidate Presentations and Voting

- Scaffold: Allow students to present their campaign posters and slogans. Provide a structured format for speeches.
- Prompt: Listen to each candidate's speech. What qualities do you think make a good leader?

Voting Process

- Scaffold: Distribute mock ballots and explain the voting process. Provide support as needed for students to cast their votes.
- Prompt: What does it mean to vote? Why is it important?

Counting Ballots and Reflection

- Scaffold: Count the votes and announce the winner of the mock election. Have students reflect on the experience.
- Prompt: How did it feel to participate in the mock election? What did you learn about the election process?

Day 5: Reflection and Extension

Objective: Students will reflect on their learning about elections and explore ways to stay engaged in civic life.

Discussion and Sharing

- Scaffold: Lead a discussion on students' experiences with the mock election and what they've learned throughout the unit.
- Prompt: What was the most surprising thing you learned about elections? How might you stay involved in your community in the future?

Extension Activity

- Scaffold: Have students research a current event related to elections or civic engagement and write a brief summary or opinion piece.
- Prompt: Choose a news article about elections or civic participation. What is the main idea of the article, and what are your thoughts on the topic?

Wrap-Up and Reflection

- Scaffold: Have students write a final reflection on what they've learned about elections and civic responsibility.
- Prompt: Looking back on our unit, what is one thing you will remember about elections? How might you apply what you've learned in the future?

7th Grade

Writing Prompts

1. Comparing Electoral Systems: Research and compare the electoral systems used in two different countries. Write a compare and contrast essay discussing the similarities and differences between the electoral processes, including how candidates are chosen, voting methods, and the role of political parties. Consider how each electoral system impacts citizens' participation in the democratic process and their ability to influence government decisions.

2. Persuasive Essay on Voting Rights: Imagine you are writing a persuasive letter to lawmakers advocating for the expansion of voting rights. Choose one group of people historically denied the right to vote in the United States (e.g., women, African Americans, Indigenous peoples) and argue why it is important to extend voting rights to them. Support your argument with evidence from historical events, constitutional amendments, and the impact of voting rights expansions on American society.

3. The Role of Media in Elections: Media plays a significant role in shaping public opinion and influencing elections. Write an argumentative essay discussing the impact of media coverage on elections. Consider the ways in which media platforms like television, social media, and online news outlets can influence voter perceptions of candidates and issues.

   Support your argument with examples from current events or historical elections and propose strategies for voters to critically evaluate media sources during election seasons.

3 Day Lesson Plan

Day 1: Introduction to Elections

Objective: Students will understand the basics of elections, including the purpose, process, and importance of voting.

Opening Discussion

- Discuss in pairs: "What do you think an election is?" Share responses with the class. Introduce key terms: election, candidate, voter, ballot, etc.

Presentation

- Present slides or a short video explaining the election process, including nominations, campaigning, voting, and counting ballots. Use visual aids and diagrams to enhance understanding.

Reading and Analysis

- Assign readings or articles about the history of elections or the importance of voting. Discuss key points and have students identify main ideas and supporting details.

Activity: Election Vocabulary

- Provide a list of election-related vocabulary words.
- Have students create flashcards with the word, definition, and an illustration.

Day 2: Types of Elections and Voting Rights

Objective: Students will understand different types of elections and the importance of voting rights.

Presentation

- Discuss different types of elections (local, state, national) and their significance.
- Introduce the concept of voting rights and the history of voting rights in the United States.

Group Discussion

- Break students into groups and assign each group a different type of election.
- Have them discuss the importance of their assigned type of election and present their findings to the class.

Reading and Analysis

- Assign readings about the history of voting rights, focusing on key events like the Voting Rights Act of 1965.
- Discuss the readings and their significance.

Writing Activity

- Have students write a short essay reflecting on the importance of voting rights and how they impact democracy.

Day 3: Mock Election Day

Objective: Students will apply their knowledge of elections by participating in a mock election.

Candidate Presentations

- Allow each student to present their campaign poster and slogan to the class.
- Candidates can give a short speech explaining why they should be elected.

Voting Process

- Distribute mock ballots and have students cast their votes for their chosen candidate.

Counting Ballots

- Count the votes and announce the winner of the mock election.

Reflection

- Have students write a reflection on their experience participating in the mock election.
- Ask them to consider the importance of voting and how elections impact their lives.

5 Day Lesson Plan

Day 1: Introduction to Elections

Objective: Students will understand the basics of elections, including the purpose, process, and importance of voting.

Opening Discussion

- Start with a discussion on the importance of making decisions as a group and how elections help us do that. Introduce key terms: election, candidate, voter, ballot, etc.

Presentation

- Present slides or a short video explaining the election process, including nominations, campaigning, voting, and counting ballots.

Reading and Analysis

- Assign readings or articles about the history of elections or the importance of voting. Discuss key points and have students highlight important information.

Activity: Election Vocabulary

- Provide a list of election-related vocabulary words.
- Have students create flashcards with the word, definition, and an illustration.

Day 2: Types of Elections and Voting Rights

Objective: Students will understand different types of elections and the importance of voting rights.

Presentation

- Discuss different types of elections (local, state, national) and their significance.
- Introduce the concept of voting rights and the history of voting rights in the United States.

Group Discussion

- Break students into groups and assign each group a different type of election.
- Have them discuss the importance of their assigned type of election and present their findings to the class.

Reading and Analysis

- Assign readings about the history of voting rights, focusing on key events like the Voting Rights Act of 1965.
- Discuss the readings and their significance.

Writing Activity

- Have students write a short essay reflecting on the importance of voting rights and how they impact democracy.

Day 3: Campaigning and Persuasion

Objective: Students will understand the role of campaigning and persuasion in elections.

Presentation

- Discuss the purpose of campaigning and how candidates use persuasion techniques to win votes.
- Analyze examples of campaign ads and speeches.

Group Activity

- Divide students into groups and assign each group a different candidate (fictional).
- Have them create a campaign poster and slogan for their candidate, using persuasive techniques.

Role-Playing

- Have students pair up and role-play a candidate and a voter.
- The candidate must persuade the voter to vote for them.

Discussion

- Discuss the effectiveness of different persuasion techniques used in the role-plays and campaign ads.

Day 4: Mock Election Day

Objective: Students will apply their knowledge of elections by participating in a mock election.

Candidate Presentations

- Allow each student to present their campaign poster and slogan to the class.
- Candidates can give a short speech explaining why they should be elected.

Voting Process

- Distribute mock ballots and have students cast their votes for their chosen candidate.

Counting Ballots

- Count the votes and announce the winner of the mock election.

Reflection

- Have students write a reflection on their experience participating in the mock election. Ask them to consider the importance of voting and how elections impact their lives.

Day 5: Election Reflection and Wrap-Up

Objective: Students will reflect on what they have learned about elections and summarize key concepts.

Group Discussion

- Lead a discussion on the mock election experience.
- Ask students to share their thoughts on the process and what they learned.

Reflection Essay

- Have students write a final reflection essay summarizing what they have learned about elections over the past week.
- Encourage them to include specific examples and experiences from the mock election.

Wrap-Up

- Review key concepts and vocabulary from the week.
- Encourage students to continue to stay informed about elections and participate in the democratic process when they are eligible to vote.

Day 1: Introduction to Elections

Objective: Students will understand the basics of elections, including the purpose, process, and importance of voting.

Opening Discussion

- Scaffold: Discuss in pairs: "What comes to mind when you hear the word 'election'?"
- Share responses with the class. Introduce key terms: election, candidate, voter, ballot, etc.

Presentation

- Scaffold: Present slides or a short video with subtitles.
- Pause intermittently to clarify vocabulary and check comprehension.

Reading and Analysis

- Scaffold: Assign readings or articles with simplified language or provide audio recordings for struggling readers.
- Discuss key points and have students share their understanding in small groups.

Activity: Election Vocabulary

- Scaffold: Provide sentence starters for definitions.
- Encourage students to use visual aids like drawings or diagrams to reinforce understanding.

Day 2: Types of Elections and Voting Rights

Objective: Students will understand different types of elections and the importance of voting rights.

Presentation

- Scaffold: Break down complex concepts into smaller, digestible parts.
- Use visuals and real-life examples to illustrate each type of election.

Group Discussion

- Scaffold: Assign roles within groups (e.g., discussion leader, note-taker) to provide structure.
- Provide sentence frames for sharing ideas.

Reading and Analysis

- Scaffold: Offer graphic organizers to help students identify key information in the text.
- Provide guiding questions to focus their reading.

Writing Activity

- Scaffold: Offer sentence starters or outlines to support students in organizing their thoughts.
- Provide models or examples for reference.

Day 3: Campaigning and Persuasion

Objective: Students will understand the role of campaigning and persuasion in elections.

Presentation

- Scaffold: Break down persuasive techniques into simpler components.
- Use clear examples to illustrate each technique.

Group Activity

- Scaffold: Provide a checklist of persuasive techniques for students to reference.
- Offer sentence frames for creating slogans and posters.

Role-Playing

- Scaffold: Provide prompts and cues for role-playing scenarios.
- Encourage students to use persuasive language they've learned.

Discussion

- Scaffold: Provide sentence stems for evaluating the effectiveness of different persuasion techniques.
- Encourage students to support their opinions with evidence.

Day 4: Mock Election Day

Objective: Students will apply their knowledge of elections by participating in a mock election.

Candidate Presentations

- Scaffold: Provide a template for students to follow when creating their campaign posters and slogans.
- Offer sentence starters for their speeches.

Voting Process

- Scaffold: Provide clear instructions and visuals for the voting process.
- Offer support for students who may need assistance filling out their ballots.

Counting Ballots

- Scaffold: Break down the counting process step-by-step.
- Assign roles to students (e.g., counters, recorders) to ensure everyone is involved.

Reflection

- Scaffold: Offer sentence frames for reflection prompts.
- Encourage students to express their thoughts and feelings about the mock election experience.

Day 5: Election Reflection and Wrap-Up

Objective: Students will reflect on what they have learned about elections and summarize key concepts.

Group Discussion

- Scaffold: Provide discussion prompts to guide the conversation.
- Encourage active listening and respectful participation.

Reflection Essay

- Scaffold: Offer a graphic organizer or outline for structuring the essay.
- Provide sentence starters for each paragraph.

Wrap-Up

- Scaffold: Review key concepts using visuals or concept maps.
- Encourage students to ask questions and seek clarification if needed.

8th Grade

Writing Prompts

1. Analyzing Voting Rights: Imagine you are living in the early 20th century when voting rights were limited for many groups of people, including women and African Americans.

   Write an essay analyzing the impact of voting rights on society. Consider how expanding voting rights might have influenced social, political, and economic changes. Use historical examples to support your argument.

2. The Role of Media in Elections: In today's digital age, media plays a significant role in shaping public opinion and influencing elections. Write a persuasive essay discussing the impact of media coverage on elections. Consider the ways in which media platforms like television, social media, and online news outlets can shape voter perceptions of candidates and issues. Provide examples to support your argument and propose strategies for voters to critically evaluate media sources during election seasons.

3. The Importance of Civic Engagement: Civic engagement is essential for a functioning democracy. Write an expository essay exploring the importance of civic engagement in elections. Discuss the various ways individuals can participate in the democratic process beyond voting, such as volunteering for political campaigns, participating in grassroots movements, and advocating for policy changes. Use examples from history or current events to illustrate the impact of civic engagement on elections and society as a whole.

3 Day Lesson Plan

Day 1: Understanding Elections

Objective: Students will understand the basic principles of elections and their significance in a democratic society.

Mini-Lesson - Introduction to Elections

- Present information about the purpose of elections and their role in representing the will of the people.
- Discuss the importance of voting and civic participation.

Reading and Discussion

- Assign a reading passage about the history of elections or the electoral process.
- Facilitate a discussion about key concepts and main ideas from the reading.

Group Activity - Election Process

- Divide students into small groups and have them create a flowchart or diagram outlining the steps involved in an election.
- Each group presents their diagram to the class and explains the election process.

Writing Task

- Have students write a paragraph summarizing the importance of elections and why voting is essential in a democratic society.

Day 2: Rights and Responsibilities of Voters

Objective: Students will understand the rights and responsibilities associated with voting.

Mini-Lesson - Voting Rights

- Present information about the history of voting rights in the United States, including key legislation such as the Voting Rights Act.
- Discuss how voting rights have evolved over time and the importance of equal access to voting.

Reading and Discussion

- Assign readings or articles about the responsibilities of voters.
- Facilitate a discussion about the responsibilities that come with being a voter, such as staying informed and participating in elections.

Case Studies

- Provide case studies of individuals who fought for voting rights, such as Susan B. Anthony or Martin Luther King Jr.
- Discuss the impact of their actions on voting rights and democracy.

Writing Reflection

- Have students write a reflection on the importance of voting rights and the responsibilities of voters in a democratic society.

Day 3: Mock Election

Objective: Students will apply their understanding of elections by participating in a mock election.

Preparation for Mock Election

- Introduce the upcoming mock election and explain the procedures for voting.
- Assign roles and responsibilities for the mock election, such as candidates, election officials, and observers.

Campaign Presentations

- Allow each candidate or group representing a candidate to give a brief campaign presentation to the class.
- Emphasize the importance of focusing on issues and platforms rather than political parties.

Voting Process

- Conduct the mock election, ensuring all students have the opportunity to vote anonymously.
- Emphasize the importance of making informed decisions based on the candidates' platforms.

Data Analysis and Reflection

- After the mock election, analyze the voting results as a class.
- Have students write a reflection on their experience participating in the mock election and what they learned about the election process.

Day 1: Understanding Elections

Objective: Students will understand the basic principles of elections and their significance in a democratic society.

Mini-Lesson - Introduction to Elections

- Provide simplified definitions of election-related vocabulary. Use visuals such as diagrams or videos to aid understanding.
- Discussion Prompt: What do you think happens during an election? Why do you think elections are important?

Reading and Discussion

- Assign a reading passage about elections with accessible language. Provide a graphic organizer to help students identify key concepts.
- Discussion Prompt: What are some key steps in the election process? Why is voting important in a democracy?

Group Activity - Election Process

- Provide sentence starters to help students express their ideas clearly. Assign roles within groups to ensure participation.
- Discussion Prompt: In your group, create a step-by-step guide to explain how an election works.

Writing Task

- Provide a structured writing prompt with guiding questions. Offer sentence frames to support sentence construction.
- Discussion Prompt: Write a paragraph explaining why voting is important in a democratic society.

Day 2: Rights and Responsibilities of Voters

Objective: Students will understand the rights and responsibilities associated with voting.

Mini-Lesson - Voting Rights

- Break down complex information into simpler terms. • Use real-life examples to illustrate voting rights.
- Discussion Prompt: Why is it important for everyone to have the right to vote?

Reading and Discussion

- Provide scaffolded reading materials with annotations or explanations. • Encourage peer discussion to enhance understanding.
- Discussion Prompt: What responsibilities do you think come with being a voter?

Case Studies

- Provide guided questions to help students analyze the case studies. Break down the timeline of events into manageable segments.
- Discussion Prompt: How did individuals like Susan B. Anthony contribute to voting rights?

Writing Reflection

- Offer sentence starters to guide reflection. Provide a checklist of key points to include in the reflection.
- Discussion Prompt: Reflect on the importance of voting rights and the responsibilities of voters.

Day 3: Mock Election

Objective: Students will apply their understanding of elections by participating in a mock election.

Preparation for Mock Election

- Provide clear instructions and visual aids to explain the mock election process. Assign roles based on students' abilities and interests.
- Discussion Prompt: What are some qualities you think a good candidate should have?

Campaign Presentations

- Offer sentence frames or templates for campaign speeches. Encourage peer feedback using structured guidelines.
- Discussion Prompt: What key issues would you focus on if you were running for office?

Voting Process

- Provide support during the voting process, such as visual aids or written instructions. Ensure a supportive and inclusive environment for all students.
- Discussion Prompt: Why is it important to make an informed decision when voting?

Data Analysis and Reflection

- Guide students through the analysis of voting results using visual representations. Provide prompts to guide reflection on the mock election experience.
- Discussion Prompt: What did you learn from participating in the mock election? How does it relate to what we learned about elections?

5 Day Lesson Plan

Day 1: Introduction to Elections

Objective: Students will understand the basic principles of elections, including the importance of voting and the democratic process.

Opening Discussion

- Engage students in a discussion about what they know about elections.
- Define key terms: election, candidate, voter, democracy, etc.

Reading and Comprehension

- Read a short passage or article about the history and significance of elections.
- Discuss main ideas and details from the reading.

Group Activity - Election Process

- Break students into small groups and have them outline the steps in the election process.
- Each group presents their findings to the class.

Reflection

- Have students write a paragraph reflecting on why they think elections are important.

Day 2: Types of Elections

Objective: Students will differentiate between different types of elections and understand their purposes.

Mini-Lesson - Types of Elections

- Present information on various types of elections such as presidential, congressional, local, and special elections.
- Discuss the differences between them and their significance.

Reading and Discussion

- Assign readings about different types of elections and have students discuss the main points in pairs.

Research Activity

- Assign students to research a specific type of election and create a short presentation to share with the class.

Review and Recap

- Recap the main points about different types of elections through a class discussion or quiz.

Day 3: Voting Rights and Responsibilities

Objective: Students will understand the rights and responsibilities associated with voting.

Mini-Lesson - Voting Rights

- Present information about the history of voting rights in the United States, including key legislation such as the Voting Rights Act.

Discussion

- Facilitate a discussion about the importance of voting rights and the responsibilities that come with being a voter.

Case Studies

- Provide case studies of individuals who fought for voting rights, such as Susan B. Anthony or Martin Luther King Jr.
- Discuss the impact of their actions on voting rights.

Debate or Socratic Seminar

- Divide students into two groups and have them debate or engage in a Socratic seminar on a prompt related to voting rights and responsibilities.

Day 4: Mock Election

Objective: Students will participate in a mock election to apply their understanding of the election process.

Mock Election Preparation

- Introduce the candidates and the issues they represent without mentioning political parties.
- Provide information about voting procedures and guidelines.

Campaign Presentations

- Allow each candidate or group representing a candidate to give a brief campaign presentation to the class.

Voting Process

- Conduct the mock election, ensuring all students have the opportunity to vote anonymously.

Data Analysis and Reflection

- After the mock election, analyze the voting results as a class.
- Have students write a reflection on their experience participating in the mock election.

Day 5:Election impact and Conclusion

Discussion - Election Impact

- Lead a discussion on how election results can impact policies, communities, and individuals.
- Encourage students to share their thoughts and opinions.

Current Events Analysis

- Assign students to find and analyze a current event related to elections and present their findings to the class.

Final Reflection

- Have students write a reflection on what they have learned throughout the week about elections and their significance.
- Encourage them to make connections to their own lives and communities.

Wrap-Up and Evaluation

- Review key concepts and provide students with the opportunity to ask any remaining questions.
- Collect feedback from students about the lesson plan and their overall experience.

Day 1: Introduction to Elections

Objective: Students will understand the fundamentals of elections and their significance in a democratic society.

Mini-Lesson - Understanding Elections

- Provide simplified definitions of election-related vocabulary. Use visuals such as diagrams or videos to aid understanding.
- Discussion Prompt: What do you think happens during an election? Why do you think elections are important?

Reading and Discussion

- Assign a reading passage about the history and importance of elections. Provide a graphic organizer to help students identify key concepts.
- Discussion Prompt: What are some key steps in the election process? Why is voting important in a democracy?

Group Discussion with Scaffolds

- Lead a discussion about why elections are important and how they impact communities and society.
- Encourage students to share their thoughts and opinions.
- Scaffold: Provide sentence starters to help students express their ideas clearly.

Writing Task - Reflective Journal Entry with Support

- Have students write a reflective journal entry on the importance of elections in a democratic society.
- Provide a writing template with guiding questions and sentence frames.

Day 2: Understanding Voting Rights

Objective: Students will learn about the history of voting rights and the responsibilities of citizens in a democracy.

Mini-Lesson - Voting Rights

- Break down complex information into simpler terms. Use real-life examples to illustrate voting rights.
- Discussion Prompt: Why is it important for everyone to have the right to vote?
- Scaffold: Provide vocabulary support with definitions and examples.

Reading and Discussion with Supports

- Assign readings or articles about the Voting Rights Act of 1965 and its impact. Guide students in analyzing the text for main ideas, supporting details, and author's purpose.
- Discussion Prompt: What responsibilities do you think come with being a voter?
- Scaffold: Use structured discussion questions to guide the conversation.

Critical Thinking Activity - Case Studies with Guided Questions

- Provide case studies of individuals or groups who fought for voting rights, such as Susan B. Anthony or the Civil Rights Movement. Have students analyze the case studies and discuss the challenges faced and the strategies used to secure voting rights.
- Discussion Prompt: How did individuals like Susan B. Anthony contribute to voting rights?

Writing Task - Opinion Essay with Supports

- Have students write an opinion essay discussing the importance of voting rights in a democracy. Provide sentence starters and a writing checklist to support students' writing process.

Day 3: The Election Process

Objective: Students will understand the steps involved in the election process and the responsibilities of voters.

Mini-Lesson - Election Process Overview

- Provide an overview of the election process, including voter registration, campaigning, voting, and ballot counting. Discuss the importance of each step in ensuring a fair and democratic election.
- Discussion Prompt: What steps are involved in the election process? Why are they important?
- Scaffold: Provide visual aids and diagrams to illustrate the election process.

Reading and Discussion with Supports

- Assign readings or articles about the election process, focusing on different aspects such as campaign finance, primary elections, and the Electoral College. Lead a discussion on the key components of the election process and their significance.
- Discussion Prompt: What are some challenges candidates might face during the election process?
- Scaffold: Use structured discussion questions to guide the conversation.

Group Activity - Election Timeline with Scaffolds

- Divide students into small groups and have them create a timeline of the election process, including important milestones and events. Provide sentence frames and graphic organizers to support students' organization of ideas.
- Discussion Prompt: How did your group contribute to the election timeline?
- Scaffold: Offer sentence frames to guide group discussions.

Writing Task - Procedural Writing with Supports

- Have students write a step-by-step guide explaining how to vote in an election. Encourage students to use clear and concise language to explain the voting process. Provide a writing template with guiding questions and sentence frames.

Day 4: Mock Election

Objective: Students will apply their knowledge of elections by participating in a mock election.

Preparation and Campaigning

- Introduce the mock election and assign roles such as candidates, campaign managers, and election officials. Allow time for candidates to prepare campaign materials and deliver speeches.

Voting Process

- Conduct the mock election, ensuring that all students have the opportunity to cast their votes. Emphasize the importance of making informed decisions based on the candidates' platforms.

Data Analysis

- Collect and tally the votes to determine the winners of the mock election. Discuss the results as a class and compare them to the students' expectations.

Day 5: Reflection and Conclusion

Objective: Students will reflect on their experiences with the mock election and summarize key concepts learned throughout the lesson.

Mock Election Reflection

- Have students write a reflection on their experience participating in the mock election. Encourage them to discuss what they learned about the election process and the responsibilities of voters.

Summarizing Key Concepts

- Lead a discussion to summarize key concepts learned throughout the lesson, including the importance of elections, voting rights, and the election process.

Final Reflection

- Have students write a final reflection on the entire lesson unit, highlighting the most important concepts they learned and how they can apply this knowledge in their lives as informed citizens.

Closure

- Wrap up the lesson by reinforcing the importance of civic engagement and active participation in the democratic process. Encourage students to continue learning about elections and to stay engaged in their communities.

Writing Prompts

Analytical Essay: Research and analyze the impact of voter turnout on the outcome of recent local or national elections. In your essay, discuss factors that influence voter turnout, such as demographic trends, political engagement initiatives, and barriers to voting. Evaluate the significance of voter participation in maintaining a healthy democracy and propose strategies to increase voter turnout among young voters. Support your analysis with evidence from reputable sources and consider opposing viewpoints.

Research and Presentation: Investigate the electoral process in a specific country outside of the United States. Choose a country with a different electoral system and political landscape, such as the United Kingdom, France, or South Africa. Research the electoral laws, voting methods, and political parties of your chosen country. Create a multimedia presentation to educate your classmates about the similarities and differences between the electoral system of the United States and your selected country. Compare and contrast the advantages and disadvantages of each system, considering factors like representation, accountability, and inclusivity.

Creative Writing: Write a short story set in a dystopian future where the right to vote has been restricted or abolished. Explore the consequences of limited political participation on society, governance, and individual freedoms. Consider how characters navigate this oppressive regime, resist injustice, and strive for positive change. Use descriptive language, vivid imagery, and narrative techniques to immerse readers in your dystopian world and convey the importance of preserving democratic rights and freedoms.

3 Day Lesson Plan

Day 1: Understanding the Electoral Process

Objective: Students will grasp the fundamentals of the electoral process and its significance in a democratic society.

- Introduction to Elections: Discuss the purpose and importance of elections in a democratic system.
- Key Terminologies: Define terms such as electorate, candidate, polling station, ballot, etc.
- Electoral Systems: Introduce different electoral systems used globally (e.g., first-past-the-post, proportional representation).

Day 2: Media's Role and Debates

Objective: Students will explore the influence of media on elections and develop skills in debating and public speaking.

- Media Influence: Examine how media coverage shapes public opinion on candidates and issues.
- Analyzing Media Bias: Discuss different types of media bias and methods to critically evaluate news sources.
- Debate Techniques: Teach students how to construct persuasive arguments and engage in respectful discourse.
- Public Speaking Tips: Provide guidance on effective public speaking techniques.

Day 3: Mock Election and Civic Engagement

Objective: Students will apply their understanding of the electoral process through participation in a mock election and explore the importance of civic engagement.

- Mock Election Setup: Organize and conduct a mock election with proper procedures, including voting and vote counting.
- Analysis and Reflection: Discuss the outcomes of the mock election, analyze voting patterns, and reflect on the experience.
- Electoral Reform Discussion: Explore potential improvements to the electoral system.
- Civic Responsibilities: Emphasize the importance of civic engagement beyond voting.

Day 1: Understanding the Electoral Process

Objective: Students will grasp the fundamentals of the electoral process and its significance in a democratic society.

Discussion Prompts:

- What do you understand about the purpose of elections in a democratic society?
- Can you explain the meaning of terms like "electorate" and "ballot" in your own words?
- How do you think different electoral systems might impact election outcomes?

Language Support:

- Provide sentence starters for discussing electoral concepts, such as "Elections are important because..." or "The electorate is..."
- Offer vocabulary support through visuals or word banks.

Visual Aids:

- Utilize diagrams or flowcharts illustrating the electoral process.
- Display images or videos of elections to provide context.

Day 2: Media's Role and Debates

Objective: Students will explore the influence of media on elections and develop skills in debating and public speaking.

Discussion Prompts:

- How does media coverage impact public opinion during elections?
- Can you identify examples of media bias? How might bias affect information consumers?
- What strategies can you use to construct persuasive arguments during debates?

Language Support:

- Model sentence structures for expressing opinions and providing evidence during discussions and debates.
- Provide sentence frames for analyzing media bias, such as "This news report seems biased because..." or "I think the media is biased because..."

Visual Aids:

- Show examples of biased and unbiased media coverage for comparison.
- Display posters with tips for effective public speaking and debating techniques.

Day 3: Mock Election and Civic Engagement

Objective: Students will apply their understanding of the electoral process through participation in a mock election and explore the importance of civic engagement.

Discussion Prompts:

- How do you feel about the results of the mock election? Can you identify any patterns in the voting behavior?
- What roles do citizens play in the electoral process beyond voting?
- What changes would you propose to improve our mock election process for the future?

Language Support:

- Encourage students to discuss their reflections on the mock election in small groups before sharing with the class.
- Provide sentence frames for discussing election outcomes and proposing improvements, such as "I was surprised when _won because..." or "One way we could improve the mock election process is by..."

Visual Aids:

- Create visual displays showcasing different forms of civic engagement.
- Display posters with suggestions for how students can get involved in civic activities both locally and nationally.

5 Day Lesson Plan

Day 1: Understanding the Electoral Process

Objective: Students will understand the basics of the electoral process and its significance in a democratic society.

- Introduction to Elections: Discuss the purpose of elections and why they are important in a democratic system.
- Key Terminologies: Define terms such as electorate, candidate, polling station, ballot, etc.
- Electoral Systems: Explore different electoral systems used around the world (e.g., first-past-the-post, proportional representation)

Day 2: The Role of Media in Elections

Objective: Students will examine the role of media in shaping public opinion and influencing election outcomes.

- Media Influence: Discuss how media coverage can impact public perception of candidates and issues.
- Analyzing Media Bias: Examine different types of media bias and how to critically analyze news sources.
- Role-play: Divide students into groups and assign them different media roles (e.g., journalist, editor, social media manager) to create and present election coverage.

Day 3: Debates and Public Speaking

Objective: Students will learn the art of effective debate and public speaking skills.

- Debate Techniques: Teach students how to construct persuasive arguments, use evidence, and engage in respectful discourse.
- Public Speaking Tips: Provide guidance on effective public speaking techniques, such as posture, tone, and audience engagement.
- Mock Debates: Organize a class debate on a relevant election issue, allowing students to practice their debate and public speaking skills.

Day 4: Mock Election Day

Objective: Students will apply their understanding of the electoral process by participating in a mock election.

- Mock Election Setup: Organize polling stations, distribute ballots, and assign students roles as voters, election officials, and candidates.
- Voting Process: Conduct the mock election following proper procedures, including voter registration, ballot casting, and vote counting.
- Analysis and Reflection: Discuss the outcomes of the mock election, analyze voting patterns, and reflect on the experience.

Day 5: Election Reform and Civic Engagement

Objective: Students will explore potential reforms to the electoral process and the importance of civic engagement.

- Electoral Reform Discussion: Discuss potential improvements to the electoral system, such as campaign finance reform, ranked-choice voting, and compulsory voting.
- Civic Responsibilities: Emphasize the importance of civic engagement beyond voting, such as community involvement, advocacy, and activism.
- Action Plan: Have students develop a plan for how they can contribute to improving the electoral process or promoting civic engagement in their community.

Day 1: Understanding the Electoral Process

Objective: Students will grasp the fundamentals of the electoral process and its significance in a democratic society.

Discussion Prompts:

- What do you think is the primary purpose of elections in a democratic society?
- How would you explain the concept of "electorate" to someone who has never heard of it before?
- Can you think of any examples of electoral systems used in other countries? How might they differ from the system in our country?

Language Support:

- Provide sentence frames for discussing electoral concepts, such as "In elections, voters _____" or "Candidates campaign by ____."
- Offer vocabulary support through visual aids or word banks.

Visual Aids:

- Utilize diagrams or infographics illustrating the electoral process.
- Display images or videos of elections taking place in different countries to provide context.

Day 2: Media's Role and Debates

Objective: Students will explore the influence of media on elections and develop skills in debating and public speaking.

Discussion Prompts:

- How might media coverage affect the way people perceive candidates and issues during elections?
- Can you give examples of media bias? How might bias impact the information presented to the public?
- What strategies can you use to construct persuasive arguments during debates?

Language Support:

- Model sentence structures for expressing opinions and providing evidence during discussions and debates.
- Provide sentence frames for analyzing media bias, such as "This article seems biased because."

Visual Aids:

- Show examples of biased and unbiased media coverage for comparison.
- Display posters with tips for effective public speaking and debating techniques.

Day 3: Debate Techniques and Public Speaking

Objective: Students will develop skills in constructing persuasive arguments and delivering speeches.

Discussion Prompts:

- What do you think makes a persuasive argument effective?
- How can you use evidence to support your claims during a debate?
- What techniques can you use to engage your audience during a speech?

Language Support:

- Provide sentence frames for structuring arguments and speeches, such as "One reason _____is because __" or "In conclusion, _."
- Encourage peer feedback using sentence starters like "I liked when you _____because ____."

Visual Aids:

- Display posters with tips for constructing persuasive arguments and delivering effective speeches.
- Show videos of speeches or debates and analyze them as a class, pointing out effective techniques used by the speakers.

Day 4: Mock Election Day

Objective: Students will apply their understanding of the electoral process by participating in a mock election.

Discussion Prompts:

- How does participating in a mock election compare to real elections you've seen or heard about?
- Can you describe the steps you took to cast your vote in the mock election?
- What were your thoughts and feelings as the results of the mock election were announced?

Language Support:

- Provide sentence frames for discussing the voting process and election outcomes, such as "I voted for ___because ____" or "I was surprised when _won because ____."
- Encourage students to ask clarifying questions using sentence starters like "Can you explain what you mean by ___?"

Visual Aids:

- Create posters or handouts outlining the steps of the voting process in the mock election.
- Display a visual representation of the mock election results for analysis and discussion.

Day 5: Analysis and Reflection

Objective: Students will analyze the outcomes of the mock election and reflect on the electoral process.

Discussion Prompts:

- How do you think the results of the mock election compare to what might happen in a real election?
- Can you identify any patterns or trends in the voting behavior of our class?
- What changes would you suggest to improve the mock election process for the future?

Language Support:

- Provide sentence frames for analyzing election results and suggesting improvements, such as "I noticed that __received more votes than _because _____" or "One way we could improve the mock election process is by ___."
- Encourage students to engage in reflective dialogue using prompts like "I used to think _, but now I think ___because ____."

Visual Aids:

- Display charts or graphs illustrating the voting patterns and outcomes of the mock election.
- Create a visual timeline of the mock election process, highlighting key events and decisions made by the class.

Writing Prompts

1. Persuasive Essay: Imagine you are a campaign manager for a candidate running for a local office (e.g., mayor, city council). Write a persuasive essay aimed at convincing undecided voters to support your candidate. Utilize evidence-based arguments, rhetorical devices, and persuasive techniques to sway voters. Ensure to include a clear thesis statement, relevant supporting details, and a strong conclusion that reinforces your candidate's platform.

2. Debate Preparation: Organize a mock debate between two political candidates representing contrasting ideologies or parties. Research the positions of each candidate on key issues such as healthcare, education, immigration, and the economy. Develop compelling arguments and counterarguments for each side. Each student will represent one of the candidates and must prepare opening statements, rebuttals, and closing arguments. The class will evaluate the debate based on the strength of arguments, clarity of communication, and ability to respond to opposing viewpoints.

3. Campaign Advertisement: Create a multimedia campaign advertisement for a fictional political candidate running for a national office (e.g., President, Senator). Your advertisement should effectively communicate the candidate's platform, values, and key policy proposals.

   Utilize a combination of persuasive language, visual elements (such as images or graphics), and audio components (such as voiceover or background music) to appeal to your target audience. Present your advertisement to the class, explaining your creative choices and strategies for reaching voters.

Day 3 Lesson Plan

Day 1: Introduction to Elections

Objective: Students will understand the basic principles of elections and their significance in a democratic society.

Opening Discussion

- Engage students in a discussion about what they know about elections. Ask questions such as: What is an election? Why do we have elections? What do you think the purpose of voting is?

Presentation and Discussion

- Present slides or a lecture covering the electoral process, including the roles of candidates, voters, and the electoral college (if applicable to your country's system). Discuss the significance of voting rights and how they have evolved over time.

Group Activity

- Divide students into small groups and provide them with scenarios related to voting rights. Have them discuss and analyze each scenario, considering the impact on individuals and society.

Day 2: Understanding the Electoral Process

Objective: To explore the electoral process in more depth, focusing on different types of elections and the steps involved.

Mini-Lecture

- Present information about different types of elections (local, state, national) and the procedures involved in each. Discuss the importance of voter registration and the process for becoming a registered voter.

Activity - Electoral Process Timeline

- Provide students with a timeline template depicting key milestones in the electoral process. In pairs or individually, have students research and fill in the timeline with important events related to elections in their country.

Discussion

- Facilitate a class discussion based on the completed timelines, highlighting the significance of each event in the electoral process.

Day 3: Mock Election Day

Objective: To simulate the electoral process and allow students to experience voting firsthand.

Mock Election Setup

- Set up a mock election, including creating ballots with fictional candidates and issues relevant to the students' interests. Explain the voting procedure and ensure students understand how to cast their votes.

Voting

- Allow students to cast their votes in the mock election. Encourage them to reflect on their choices and consider the reasons behind their decisions.

Tallying and Analysis

- Count the votes and announce the results. Facilitate a discussion on the outcome of the mock election, including any surprises or patterns observed.

Day 1: Introduction to Elections

Objective: To introduce students to the concept of elections, the importance of voting, and the electoral process.

Opening Discussion

- English Language Scaffold: Provide sentence frames or starters to support students in expressing their ideas: "An election is "____." "Voting is important because ____."
- Discussion Prompts: What is your understanding of the term "election"? Why do you think people vote? What impact does voting have on society?

Presentation and Discussion

- English Language Scaffold: Break down complex terms and concepts, providing definitions and examples: "Electoral process means __, for example, _____."
- Discussion Prompts: Can you explain what happens during an election? How do you think the electoral process works in our country?

Group Activity

- English Language Scaffold: Encourage collaboration by providing sentence frames for group discussions: "In my opinion, __." "I agree/disagree because _____."
- Discussion Prompts: In your group, discuss the scenarios provided about voting rights. How do these scenarios make you feel? What issues do they raise?

Day 2: Understanding the Electoral Process

Objective: To explore the electoral process in more depth, focusing on different types of elections and the steps involved.

Mini-Lecture

- English Language Scaffold: Use visuals and graphic organizers to illustrate key points: "Here is a diagram showing the steps in the electoral process."
- Discussion Prompts: What are the different types of elections you've heard about? Can you explain them? How does one become a registered voter?

Activity - Electoral Process Timeline

- English Language Scaffold: Provide sentence starters for explaining research findings: "One important event in the electoral process is ____."
- Discussion Prompts: Share with your partner/group what you found in your research. Why do you think these events are significant in the electoral process?

Discussion

- English Language Scaffold: Encourage students to summarize and paraphrase their peers' contributions: "So, if I understand correctly, you're saying that _."
- Discussion Prompts: Let's summarize what we've learned about the electoral process. What are the most important steps? Why are they important?

Day 3: Analyzing Campaign Strategies

Objective: To examine different campaign strategies used by candidates and their impact on voters.

Presentation

- English Language Scaffold: Provide vocabulary lists and definitions related to campaign strategies: "Advertising means _____, for example, _____."
- Discussion Prompts: What are some ways candidates try to persuade people to vote for them? How do you think advertisements and speeches influence voters' decisions?

Case Study Analysis

- English Language Scaffold: Provide sentence frames for analyzing case studies: "In this campaign, the candidate used ___to ____."
- Discussion Prompts: In your group, discuss which campaign strategies were effective and why. Can you find any examples to support your opinions?

Group Presentation

- English Language Scaffold: Offer sentence frames for presenting findings: "According to our research, _____was the most effective strategy because _____."
- Discussion Prompts: Present your group's findings to the class. What conclusions can we draw about effective campaign strategies from these presentations?

5 Day Lesson Plan

Day 1: Introduction to Elections

Objective: To introduce students to the concept of elections, the importance of voting, and the electoral process.

Opening Discussion

- Engage students in a discussion about what they know about elections. Ask questions such as: What is an election? Why do we have elections? What do you think the purpose of voting is?

Presentation and Discussion

- Present slides or a lecture covering the electoral process, including the roles of candidates, voters, and the electoral college (if applicable to your country's system). Discuss the significance of voting rights and how they have evolved over time.

Group Activity

- Divide students into small groups and provide them with scenarios related to voting rights. Have them discuss and analyze each scenario, considering the impact on individuals and society.

Day 2: Understanding the Electoral Process

Objective: To explore the electoral process in more depth, focusing on different types of elections and the steps involved.

Mini-Lecture

- Present information about different types of elections (local, state, national) and the procedures involved in each. Discuss the importance of voter registration and the process for becoming a registered voter.

Activity - Electoral Process Timeline

- Provide students with a timeline template depicting key milestones in the electoral process. In pairs or individually, have students research and fill in the timeline with important events related to elections in their country.

Discussion

- Facilitate a class discussion based on the completed timelines, highlighting the significance of each event in the electoral process.

Day 3: Analyzing Campaign Strategies

Objective: To examine different campaign strategies used by candidates and their impact on voters.

Presentation

- Present information on various campaign strategies, such as advertising, speeches, debates, and grassroots organizing. Discuss the use of propaganda and its effects on public opinion.

Case Study Analysis

- Provide students with case studies of past election campaigns. In small groups, have students analyze the effectiveness of different campaign strategies employed by the candidates.

Group Presentation

- Each group presents their findings to the class, discussing which strategies they found most effective and why.

Day 4: Mock Election Day

Objective: To simulate the electoral process and allow students to experience voting firsthand.

Mock Election Setup

- Set up a mock election, including creating ballots with fictional candidates and issues relevant to the students' interests. Explain the voting procedure and ensure students understand how to cast their votes.

Voting

- Allow students to cast their votes in the mock election. Encourage them to reflect on their choices and consider the reasons behind their decisions.

Tallying and Analysis

- Count the votes and announce the results. Facilitate a discussion on the outcome of the mock election, including any surprises or patterns observed.

Day 5: Reflection and Discussion

Objective: To reflect on the mock election experience and reinforce key concepts learned throughout the week.

Reflection Writing

- Have students write a reflective essay or journal entry about their experience participating in the mock election. Prompt them to consider what they learned about the electoral process and the importance of voting.

Class Discussion

- Facilitate a whole-class discussion based on the reflective writing, allowing students to share their thoughts and insights. Summarize key takeaways from the week's lessons and address any lingering questions or misconceptions.

Extension Activity

- Assign a research project or presentation on a topic related to elections, such as voting rights history, electoral reform, or the role of media in elections.

Day 1: Introduction to Elections

Objective: To introduce students to the concept of elections, the importance of voting, and the electoral process.

Opening Discussion

- English Language Scaffold: Provide sentence frames or starters to support students in expressing their ideas: "An election is _____." "Voting is important because _____."
- Discussion Prompts: What is your understanding of the term "election"? Why do you think people vote? What impact does voting have on society?

Presentation and Discussion

- English Language Scaffold: Break down complex terms and concepts, providing definitions and examples: "Electoral process means __, for example, _____."
- Discussion Prompts: Can you explain what happens during an election? How do you think the electoral process works in our country?

Group Activity

- English Language Scaffold: Encourage collaboration by providing sentence frames for group discussions: "In my opinion, __." "I agree/disagree because _____."
- Discussion Prompts: In your group, discuss the scenarios provided about voting rights. How do these scenarios make you feel? What issues do they raise?

Day 2: Understanding the Electoral Process

Objective: To explore the electoral process in more depth, focusing on different types of elections and the steps involved.

Mini-Lecture

- English Language Scaffold: Use visuals and graphic organizers to illustrate key points: "Here is a diagram showing the steps in the electoral process."
- Discussion Prompts: What are the different types of elections you've heard about? Can you explain them? How does one become a registered voter?

Activity - Electoral Process Timeline

- English Language Scaffold: Provide sentence starters for explaining research findings: "One important event in the electoral process is ____."
- Discussion Prompts: Share with your partner/group what you found in your research. Why do you think these events are significant in the electoral process?

Discussion

- English Language Scaffold: Encourage students to summarize and paraphrase their peers' contributions: "So, if I understand correctly, you're saying that __."
- Discussion Prompts: Let's summarize what we've learned about the electoral process. What are the most important steps? Why are they important?

Day 3: Analyzing Campaign Strategies

Objective: To examine different campaign strategies used by candidates and their impact on voters.

Presentation

- English Language Scaffold: Provide vocabulary lists and definitions related to campaign strategies: "Advertising means _____, for example, _____."
- Discussion Prompts: What are some ways candidates try to persuade people to vote for them? How do you think advertisements and speeches influence voters' decisions?

Case Study Analysis

- English Language Scaffold: Provide sentence frames for analyzing case studies: "In this campaign, the candidate used __to ____."
- Discussion Prompts: In your group, discuss which campaign strategies were effective and why. Can you find any examples to support your opinions?

Group Presentation

- English Language Scaffold: Offer sentence frames for presenting findings: "According to our research, _____was the most effective strategy because _____."
- Discussion Prompts: Present your group's findings to the class. What conclusions can we draw about effective campaign strategies from these presentations?

Day 4: Mock Election Day

Objective: To simulate the electoral process and allow students to experience voting firsthand.

Mock Election Setup

- English Language Scaffold: Provide clear instructions and visuals for the voting process: "Here is how you will mark your ballot."
- Discussion Prompts: What are you looking for in a candidate when casting your vote today? How do you feel about participating in this mock election?

Voting

- English Language Scaffold: Encourage students to ask for clarification if needed: "Can you explain this candidate's position on __?"
- Discussion Prompts: Take your time to read through the ballot carefully. Remember to consider all your options before voting.

Tallying and Analysis

- English Language Scaffold: Guide students in discussing the election results: "Let's analyze the data to see which candidate received the most votes."
- Discussion Prompts: What do you think influenced your classmates' voting decisions? Were there any unexpected outcomes?

Day 5: Reflection and Discussion

Objective: To reflect on the mock election experience and reinforce key concepts learned throughout the week.

Reflective Writing

- English Language Scaffold: Provide prompts to guide students' reflections: "Describe your experience participating in the mock election. What did you learn?"
- Discussion Prompts: Share your reflections with a partner. Did your thoughts and opinions about elections change after participating in the mock election?

Class Discussion

- English Language Scaffold: Encourage students to actively listen and respond to their peers' contributions: "I agree/disagree with what you said because ___."
- Discussion Prompts: Let's discuss what we've learned throughout this week's lesson. What are some key takeaways about elections and the electoral process?

Extension Activity

- English Language Scaffold: Provide additional resources for further exploration of election-related topics: "Here are some articles you can read for more information."
- Discussion Prompts: Choose a topic related to elections that interests you and research it further. Share your findings with the class next week.

11th Grade

Writing Prompts

1. In a well-structured essay, analyze the impact of media bias on electoral outcomes. Provide specific examples from recent elections to support your argument. How does media coverage influence public perception of candidates and issues? Consider the role of different media platforms such as television, social media, and online news sources. Relate your analysis to the principles of democracy and civic engagement.

2. Imagine you are a candidate running for a political office in your community. Write a campaign speech outlining your platform and key policy proposals. Consider the needs and concerns of your constituents and how your policies would address them. Use persuasive language and evidence to convince voters to support your candidacy. Reflect on the responsibilities of elected officials in representing their constituents and making informed decisions.

3. Write a letter to your local government representative expressing your views on an issue of importance to you. Explain why this issue is significant and how you believe it should be addressed by policymakers. Support your arguments with evidence from reputable sources and consider alternative perspectives. Reflect on the role of citizen participation in the democratic process and the importance of civic engagement in effecting change.

3 Day Lesson Plan

Day 1: Understanding the Electoral Process

Objective: Students will grasp the fundamentals of the electoral process and its significance in a democratic society.

- Introduction to Elections: Discuss the purpose and importance of elections in a democratic system.
- Key Terminologies: Define terms such as electorate, candidate, polling station, ballot, etc.
- Electoral Systems: Introduce different electoral systems used globally (e.g., first-past-the-post, proportional representation).

Day 2: Media's Role and Debates

Objective: Students will explore the influence of media on elections and develop skills in debating and public speaking.

- Media Influence: Examine how media coverage shapes public opinion on candidates and issues.
- Analyzing Media Bias: Discuss different types of media bias and methods to critically evaluate news sources.
- Debate Techniques: Teach students how to construct persuasive arguments and engage in respectful discourse.
- Public Speaking Tips: Provide guidance on effective public speaking techniques.

Day 3: Mock Election and Civic Engagement

Objective: Students will apply their understanding of the electoral process through participation in a mock election and explore the importance of civic engagement.

- Mock Election Setup: Organize and conduct a mock election with proper procedures, including voting and vote counting.
- Analysis and Reflection: Discuss the outcomes of the mock election, analyze voting patterns, and reflect on the experience.
- Electoral Reform Discussion: Explore potential improvements to the electoral system.
- Civic Responsibilities: Emphasize the importance of civic engagement beyond voting.

Day 1: Understanding the Electoral Process

Objective: Students will grasp the fundamentals of the electoral process and its significance in a democratic society.

Discussion Prompts:

- What do you understand about the purpose of elections in a democratic society?
- Can you explain the meaning of terms like "electorate" and "ballot" in your own words?
- How do you think different electoral systems might impact election outcomes?

Language Support:

- Provide sentence starters for discussing electoral concepts, such as "Elections are important because..." or "The electorate is..."
- Offer vocabulary support through visuals or word banks.

Visual Aids:

- Utilize diagrams or flowcharts illustrating the electoral process.
- Display images or videos of elections to provide context.

Day 2: Media's Role and Debates

Objective: Students will explore the influence of media on elections and develop skills in debating and public speaking.

Discussion Prompts:

- How does media coverage impact public opinion during elections?
- Can you identify examples of media bias? How might bias affect information consumers?
- What strategies can you use to construct persuasive arguments during debates?

Language Support:

- Model sentence structures for expressing opinions and providing evidence during discussions and debates.
- Provide sentence frames for analyzing media bias, such as "This news report seems biased because..." or "I think the media is biased because..."

Visual Aids:

- Show examples of biased and unbiased media coverage for comparison.
- Display posters with tips for effective public speaking and debating techniques.

Day 3: Mock Election and Civic Engagement

Objective: Students will apply their understanding of the electoral process through participation in a mock election and explore the importance of civic engagement.

Discussion Prompts:

- How do you feel about the results of the mock election? Can you identify any patterns in the voting behavior?
- What roles do citizens play in the electoral process beyond voting?
- What changes would you propose to improve our mock election process for the future?

Language Support:

- Encourage students to discuss their reflections on the mock election in small groups before sharing with the class.
- Provide sentence frames for discussing election outcomes and proposing improvements, such as "I was surprised when _won because..." or "One way we could improve the mock election process is by..."

Visual Aids:

- Create visual displays showcasing different forms of civic engagement.
- Display posters with suggestions for how students can get involved in civic activities both locally and nationally.

5 Day Lesson Plan

Day 1: Understanding the Electoral Process

Objective: Students will understand the basics of the electoral process and its significance in a democratic society.

- Introduction to Elections: Discuss the purpose of elections and why they are important in a democratic system.
- Key Terminologies: Define terms such as electorate, candidate, polling station, ballot, etc.
- Electoral Systems: Explore different electoral systems used around the world (e.g., first-past-the-post, proportional representation).

Day 2: The Role of Media in Elections

Objective: Students will examine the role of media in shaping public opinion and influencing election outcomes.

- Media Influence: Discuss how media coverage can impact public perception of candidates and issues.
- Analyzing Media Bias: Examine different types of media bias and how to critically analyze news sources.
- Role-play: Divide students into groups and assign them different media roles (e.g., journalist, editor, social media manager) to create and present election coverage.

Day 3: Debates and Public Speaking

Objective: Students will learn the art of effective debate and public speaking skills.

- Debate Techniques: Teach students how to construct persuasive arguments, use evidence, and engage in respectful discourse.
- Public Speaking Tips: Provide guidance on effective public speaking techniques, such as posture, tone, and audience engagement.
- Mock Debates: Organize a class debate on a relevant election issue, allowing students to practice their debate and public speaking skills.

Day 4: Mock Election Day

Objective: Students will apply their understanding of the electoral process by participating in a mock election.

- Mock Election Setup: Organize polling stations, distribute ballots, and assign students roles as voters, election officials, and candidates.
- Voting Process: Conduct the mock election following proper procedures, including voter registration, ballot casting, and vote counting.
- Analysis and Reflection**:** Discuss the outcomes of the mock election, analyze voting patterns, and reflect on the experience.

Day 5: Election Reform and Civic Engagement

Objective: Students will explore potential reforms to the electoral process and the importance of civic engagement.

- Electoral Reform Discussion: Discuss potential improvements to the electoral system, such as campaign finance reform, ranked-choice voting, and compulsory voting.
- Civic Responsibilities: Emphasize the importance of civic engagement beyond voting, such as community involvement, advocacy, and activism.
- Action Plan: Have students develop a plan for how they can contribute to improving the electoral process or promoting civic engagement in their community.

Day 1: Understanding the Electoral Process

Objective: Students will grasp the fundamentals of the electoral process and its significance in a democratic society.

Discussion Prompts:

- What do you think is the primary purpose of elections in a democratic society?
- How would you explain the concept of "electorate" to someone who has never heard of it before?
- Can you think of any examples of electoral systems used in other countries? How might they differ from the system in our country?

Language Support:

- Provide sentence frames for discussing electoral concepts, such as "In elections, voters _____" or "Candidates campaign by ____."
- Offer vocabulary support through visual aids or word banks.

Visual Aids:

- Utilize diagrams or infographics illustrating the electoral process.
- Display images or videos of elections taking place in different countries to provide context.

Day 2: Media's Role and Debates

Objective: Students will explore the influence of media on elections and develop skills in debating and public speaking.

Discussion Prompts:

- How might media coverage affect the way people perceive candidates and issues during elections?
- Can you give examples of media bias? How might bias impact the information presented to the public?
- What strategies can you use to construct persuasive arguments during debates?

Language Support:

- Model sentence structures for expressing opinions and providing evidence during discussions and debates.
- Provide sentence frames for analyzing media bias, such as "This article seems biased because ____."

Visual Aids:

- Show examples of biased and unbiased media coverage for comparison.
- Display posters with tips for effective public speaking and debating techniques.

Day 3: Debate Techniques and Public Speaking

Objective: Students will develop skills in constructing persuasive arguments and delivering speeches.

Discussion Prompts:

- What do you think makes a persuasive argument effective?
- How can you use evidence to support your claims during a debate?
- What techniques can you use to engage your audience during a speech?

Language Support:

- Provide sentence frames for structuring arguments and speeches, such as "One reason _____is because __" or "In conclusion, _."
- Encourage peer feedback using sentence starters like "I liked when you _____because ____."

Visual Aids:

- Display posters with tips for constructing persuasive arguments and delivering effective speeches.
- Show videos of speeches or debates and analyze them as a class, pointing out effective techniques used by the speakers.

Day 4: Mock Election Day

Objective: Students will apply their understanding of the electoral process by participating in a mock election.

Discussion Prompts:

- How does participating in a mock election compare to real elections you've seen or heard about?
- Can you describe the steps you took to cast your vote in the mock election?
- What were your thoughts and feelings as the results of the mock election were announced?

Language Support:

- Provide sentence frames for discussing the voting process and election outcomes, such as "I voted for __because ____" or "I was surprised when _won because ____."
- Encourage students to ask clarifying questions using sentence starters like "Can you explain what you mean by ___?"

Visual Aids:

- Create posters or handouts outlining the steps of the voting process in the mock election.
- Display a visual representation of the mock election results for analysis and discussion.

Day 5: Analysis and Reflection

Objective: Students will analyze the outcomes of the mock election and reflect on the electoral process.

Discussion Prompts:

- How do you think the results of the mock election compare to what might happen in a real election?
- Can you identify any patterns or trends in the voting behavior of our class?
- What changes would you suggest to improve the mock election process for the future?

Language Support:

- Provide sentence frames for analyzing election results and suggesting improvements, such as "I noticed that __received more votes than _because _____" or "One way we could improve the mock election process is by ___."
- Encourage students to engage in reflective dialogue using prompts like "I used to think _, but now I think ___because ____."

Visual Aids:

- Display charts or graphs illustrating the voting patterns and outcomes of the mock election.
- Create a visual timeline of the mock election process, highlighting key events and decisions made by the class.

12th Grade

Writing prompts

1. Write an argumentative essay discussing the impact of voter suppression tactics on the democratic process in the United States. Support your argument with evidence from historical events and current examples.

2. Imagine you are a campaign strategist for a presidential candidate. Write a campaign speech outlining the candidate's platform and key policy proposals. Consider how you would appeal to different voter demographics and address potential opposition.

3. Write a research paper exploring the electoral college system in the United States. Evaluate the advantages and disadvantages of the electoral college and consider proposals for reform or alternative systems of electing the president.

3 Day Lesson Plan

Day 1: Introduction to Elections and Voting Rights

Objective: Introduce students to the electoral process, the importance of voting, and voting rights.

Activities

- Lecture: Provide an overview of the electoral process, including different types of elections and the significance of voting in a democracy.
- Reading: Assign readings on the history of elections in the United States and significant voting rights legislation.
- Discussion: Lead a discussion on the importance of voting rights and responsibilities, including historical struggles for suffrage.
- Writing: Have students write a short reflection on the importance of voting rights in a democracy.

Day 2: Campaigns, Media Literacy and Mock Election Preparation

Objective: Explore the role of media in elections, campaign strategies, and prepare for a mock election.

Activities

- Presentation: Show examples of political advertisements and discuss their persuasive techniques.
- Analysis: Have students analyze how media coverage can influence public opinion and elections.
- Guest Speaker (Optional): Invite a local politician or campaign strategist to speak about their experiences running a campaign.
- Mock Election Preparation: Review voting procedures, distribute ballots for the mock election, and explain the roles of candidates and issues.

Day 3: Mock Election Day and Reflection

Objective: Apply knowledge of the electoral process by participating in a mock election and reflect on the experience.

Activities

- Mock Election: Conduct the mock election, allowing students to vote for candidates or issues relevant to their interests.
- Tallying Votes: Count the votes and announce the results.
- Discussion and Reflection: Lead a discussion on the outcomes of the mock election, analyzing the results and discussing the significance of civic engagement.
- Writing: Assign a reflective essay where students analyze their experience participating in the mock election, reflect on their own views on politics and voting, and propose ways to increase voter participation.

Day 1: Introduction to Elections and Voting Rights

Objective: Introduce students to the electoral process, the importance of voting, and voting rights.

Activities

- Language Scaffolds: Provide vocabulary lists related to elections and voting. Use graphic organizers to help students understand the electoral process visually.
- Reading Scaffold: Provide simplified readings or audio versions of the assigned readings for students who may struggle with complex texts.
- Discussion Scaffold: Break down discussion questions into smaller, more manageable parts. Use sentence stems or provide sentence frames to help students articulate their thoughts.
- Discussion Prompts: Why is voting important in a democratic society? What are some reasons why individuals might face barriers to voting? How have voting rights evolved throughout history?

Day 2: Campaigns, Media Literacy, and Mock Election Preparation

Objective: Explore the role of media in elections, campaign strategies, and prepare for a mock election.

Activities

- Language Scaffolds: Pre-teach relevant vocabulary related to media literacy and campaign strategies. Use visuals and real-life examples to reinforce concepts.
- Analysis Scaffold: Break down the analysis of political advertisements into smaller components, providing guiding questions for each part. Offer sentence stems to help students express their observations.
- Guest Speaker Scaffold: Provide students with a list of prepared questions to ask the guest speaker. Encourage students to take notes during the speaker's presentation to help scaffold their understanding.
- Discussion Prompts: How do political advertisements influence public opinion? What are some common campaign strategies used by politicians? How can media literacy skills help individuals critically evaluate political messages?

Day 3: Mock Election Day and Reflection

Objective: Apply knowledge of the electoral process by participating in a mock election and reflect on the experience.

Activities

- Language Scaffolds: Review voting procedures using step-by-step instructions written in simple language. Provide visual cues or diagrams to illustrate the voting process.
- Mock Election Scaffold: Offer support during the mock election by providing assistance to students who may have difficulty reading the ballot or understanding voting instructions. Pair students who need assistance with peer buddies.
- Reflection Scaffold: Provide sentence starters or templates for the reflective essay to help students organize their thoughts. Offer individualized feedback and support during the writing process.
- Discussion Prompts: What was your experience like participating in the mock election? How do you feel about the outcome of the election? What did you learn about the electoral process from participating in the mock election?

5 Day Lesson plan

Day 1: Introduction to Elections

Objective: Introduce students to the electoral process, different types of elections, and the importance of voting.

Activities

- Lecture: Provide an overview of the electoral process, including the different types of elections (e.g., presidential, congressional, local).
- Reading: Assign readings on the history of elections in the United States and the importance of civic engagement.
- Writing: Have students write a short reflection on why they believe voting is important.
- Group Activity: Divide students into groups and have them research a specific aspect of elections (e.g., voter turnout, campaign finance) and present their findings to the class.

Day 2: Campaigns and Media Literacy

Objective: Explore the role of media in elections and how campaigns are conducted.

Activities

- Presentation: Show examples of political advertisements and discuss their persuasive techniques.
- Analysis: Have students analyze how media coverage can influence public opinion and elections.
- Guest Speaker: Invite a local politician or campaign strategist to speak about their experiences running a campaign.

Day 3: Understanding Voting Rights and Responsibilities

Objective: Examine the importance of voting rights and responsibilities in a democracy.

Activities

- Lecture: Discuss the history of voting rights in the United States, including landmark legislation such as the Voting Rights Act.
- Analysis: Have students analyze primary sources related to voting rights struggles, such as speeches or historical documents.
- Debate: Organize a class debate on current issues related to voting rights and voter suppression.

Day 4: Mock Election Day

Objective: Apply knowledge of the electoral process by participating in a mock election.

Activities

- Election Preparation: Review voting procedures and distribute ballots for the mock election.
- Voting: Conduct the mock election, allowing students to vote for candidates or issues relevant to their interests.
- Tallying Votes: Count the votes and announce the results.
- Reflection: Have students reflect on the mock election experience and discuss the importance of civic engagement.

Day 5: Election Analysis and Reflection

Objective: Analyze the results of the mock election and reflect on the electoral process.

Activities

- Discussion: Lead a discussion on the outcomes of the mock election and what they reveal about the students' perspectives and priorities.
- Writing: Assign a reflective essay where students analyze the results of the mock election and reflect on their own views on politics and voting.
- Wrap-Up: Summarize key concepts covered throughout the week and encourage students to stay informed and engaged in future elections.

Day 1: Introduction to Elections

Objective: Introduce students to the electoral process, different types of elections, and the importance of voting.

Activities

- Language Scaffolds: Provide vocabulary lists related to elections and voting. Use graphic organizers to help students understand the electoral process visually.
- Reading Scaffold: Provide simplified readings or audio versions of the assigned readings for students who may struggle with complex texts.
- Discussion Scaffold: Break down discussion questions into smaller, more manageable parts. Use sentence stems or provide sentence frames to help students articulate their thoughts.
- Discussion Prompts: Why do you think voting is important in a democracy? What are some reasons people might choose not to vote? How do you think elections impact our society?

Day 2: Campaigns and Media Literacy

Objective: Explore the role of media in elections and how campaigns are conducted.

Activities

- Language Scaffolds: Pre-teach relevant vocabulary related to media literacy and campaign strategies. Use visuals and real-life examples to reinforce concepts.
- Analysis Scaffold: Break down the analysis of political advertisements into smaller components, providing guiding questions for each part. Offer sentence stems to help students express their observations.
- Guest Speaker Scaffold: Provide students with a list of prepared questions to ask the guest speaker. Encourage students to take notes during the speaker's presentation to help scaffold their understanding.
- Discussion Prompts: How do you think political advertisements influence voters? What are some strategies used by political campaigns to persuade voters? How has the role of media changed in elections over time?

Day 3: Understanding Voting Rights and Responsibilities

Objective: Examine the importance of voting rights and responsibilities in a democracy.

Activities

- Language Scaffolds: Introduce key vocabulary related to voting rights and responsibilities. Use visual aids, such as timelines or infographics, to illustrate the history of voting rights.
- Reading Scaffold: Provide simplified versions of primary sources or historical documents related to voting rights struggles. Offer audio versions of texts for students who may benefit from auditory support.
- Debate Scaffold: Break down the debate into manageable steps, providing sentence starters for constructing arguments and rebuttals. Assign roles to students to ensure equal participation.
- Discussion Prompts: Why is it important for all citizens to have the right to vote? What barriers have historically existed that prevented certain groups from voting? Should there be any restrictions on who can vote? Why or why not?

Day 4: Mock Election Day

Objective: Apply knowledge of the electoral process by participating in a mock election.

Activities

- Language Scaffolds: Review voting procedures using step-by-step instructions written in simple language. Provide visual cues or diagrams to illustrate the voting process.
- Mock Election Scaffold: Offer support during the mock election by providing assistance to students who may have difficulty reading the ballot or understanding voting instructions. Pair students who need assistance with peer buddies.
- Reflection Scaffold: Provide sentence starters or templates for the reflective essay to help students organize their thoughts. Offer individualized feedback and support during the writing process.
- Discussion Prompts: What was your experience like participating in the mock election? How do you feel about the outcome of the election? What did you learn about the electoral process from participating in the mock election?

Day 5: Election Analysis and Reflection

Objective: Analyze the results of the mock election and reflect on the electoral process.

Activities

- Discussion Scaffold: Provide discussion prompts in advance to allow students time to prepare their responses. Use small group discussions to encourage participation from all students.
- Writing Scaffold: Break down the reflective essay into smaller tasks, such as brainstorming, outlining, and drafting. Offer sentence starters or templates for each section of the essay.
- Wrap-Up Scaffold: Use visual aids, such as concept maps or summaries, to review key concepts covered throughout the week. Encourage students to share their reflections in pairs or small groups before participating in the whole class discussion.
- Discussion Prompts: What were some similarities and differences between the mock election and real elections? How do you think your understanding of elections has changed throughout this lesson? What actions can individuals take to become more engaged in the electoral process?

CHAPTER 16
CANDIDATES & CAMPAIGNS

TABLE OF CONTENTS

Filing for Candidacy 505
Filing Officers 505
Aurora – Candidate Filing System 505
Deadlines for Declaring Candidacy 506
Judicial Candidates: 506
Non-Judicial Candidates: 506
Presidential Preference Primary – Major Party Candidates:: 506
Independent Candidates for President of the United States: 507
Filing a Declaration of Candidacy 507
Using a Nickname on the Ballot 508
Candidates with the Same Surname 508
Changing Name on the Ballot 508
Candidate Filing fees 508
Judicial Questionnaire 509
Candidate Photographs 509
Withdrawal of Candidacy 510
Recission of a Withdrawal of Candidacy 510
Return of Filing Fees 510
Write-In Candidates 510
Written Challenges for Qualifications of Candidates 511
Conducting a Campaign 512
Code of fair campaign practices 512
Use of the Term “Re-Elect” and Implying Incumbency 512
Persuasive Polls 512
Disclosures On Campaign Materials 512
Campaign Signs 513
Judicial Candidates 514
What About the Money? 514
Non-Judicial Financial Disclosure Statement (FDS) 514
Judicial Statement of Financial Disclosures 515
Appointed Officials 515

Special Filing Requirements for Federal Candidates 515
Contribution Defined 515
Campaign Expenses Defined 516
Expenditures Defined 516
Candidate Defined 516
Reporting Campaign Contributions and Expenses 516
Loans and Written Acknowledgments 517
Reporting Contributions in Excess of $10,000 Before an Election Year 517
Reporting Bank Interest 517
Filing Contributions and Expenses (C&E) Reports 517
Filing Paper Financial Reports 518
Penalties for Failure to File or for Filing a Late C&E Report 518
Waiver of Civil Penalties 518
Contribution Limits 519
Contributions Made in the Name of Another Person are Prohibited 519
Campaign Accounts 519
Anonymous Contributions 520
Personal use of Campaign Funds 520
In-Kind Contributions 520
Restrictions on Acceptance of Contributions Prior to Legislative Session 520
Completion of a Campaign 521
Notice of Completion of Campaign 521
Disposition of Unspent Contributions 521
Frequently Asked Campaign Finance Questions 521

Filing for Candidacy

Filing Officers

The Secretary of State is the filing officer for all statewide offices, as well as those offices that represent districts comprising more than one county. The County Clerk, or the Registrar of Voters in Clark and Washoe counties, is the filing officer for county and township offices, including offices elected from districts completely within one county or part of one county NRS 293.185. The City Clerk is the filing officer for offices that are elected at municipal elections NRS 293C.175.

The Secretary of State is the filing officer for all federal offices except for United States House of Representatives in Districts 1 and 3, who file with the Clark County Registrar of Voters office.

Note: NRS 293.1275 prescribes the exceptions in counting Saturdays, Sundays and holidays when computing Nevada election law compliance deadlines.

- Except as otherwise provided in this section, in computing any period of time specified for the execution of an act or event in this title, Saturdays, Sundays, legal holidays and holidays proclaimed by the Governor must be counted;
- If the last day limited for filing any paper mentioned in this title falls on a Saturday, Sunday, legal holidays and holidays proclaimed by the Governor, the period so limited must expire on the following business day at 5 p.m.;
- Saturdays, Sundays and holidays must not be counted if the provision specifying the period states that:
    - Any such days are excluded; or
    - The period is measured by working days.

Aurora – Candidate Filing System

Filing officers are now required to administer candidate filings using the Secretary of State's Aurora - Candidate Filing System. This system allows filing officers from across the state to create, submit and administer candidate filings using a secure Internet application.

Additionally, during candidate filing periods, a public-facing link is available for election officials to share with candidates filing in their office. To complete their candidate filings, candidates can either appear in person or by mail. To complete a filing by mail, a candidate must fill out their candidate filing documents, have them notarized and mail them, along with any other required documentation, to the appropriate filing office.

New candidates and appointees can consult the Secretary of State's step-by-step process on how to create an Aurora account and visit our How to Guide for C&E Reports.

Deadlines for Declaring Candidacy

Judicial Candidates:

The first day of candidate filing for judicial candidates is the first Monday in January of the year in which the election is to be held and not later than 5 p.m. on the second Friday after the first Monday in January NRS 293.177.

Non-Judicial Candidates:

The first day of candidate filing for non-judicial candidates is the first Monday in March of the year in which the election is to be held and not later than 5 p.m. on the second Friday after the first Monday in March NRS 293.177.

Presidential Preference Primary – Major Party Candidates:

If a person who is a qualified candidate to be a major political party's nominee for President of the United States wants to appear on the ballot for a presidential preference primary election, that person must file a declaration with the Secretary of State not earlier than October 1 and not later than 5 p.m. on October 15 of the year immediately preceding the presidential preference primary election NRS 298.660.

Candidates of a major political party must designate their political party nomination on an application to register to vote in the State of Nevada or in any other State, no later than December 31 preceding the closing filing date for that election and ending on the date of that election whether or not the person's previous registration was still effective at the time of the change in party designation.

A person may be a candidate for a major political party for partisan office in an election if:

- The person's designation of political party or political party affiliation was changed as a result of a transaction with an automatic voter registration agency during the automatic voter registration process and the person did not intentionally change his or her designation of political party or political party affiliation during the transaction; or
- The person has not previously registered to vote in this State and submits a new application to register to vote designating a political party affiliation with a major political party before the deadline set forth in NRS 293.177 for filing a declaration of candidacy, unless the designation of his or her affiliation on the application filed in this State is filed during the period set forth in NRS 293.176 and has been changed from the designation of political party or political party affiliation on an application filed in any other state.

A person who cancels his or her voter registration and submits a new application to register to vote may not be a candidate of a major political party for partisan office in an election if the person changed his or her designation of political party or political party affiliation when cancelling his or her voter registration and submitting a new application.

Independent Candidates for President of the United States:

An independent candidate for the Office of the President of the United States may file a declaration of candidacy and pay the statutory filing fee of $250.00 beginning January 2, and not later than 5 p.m. on the second Friday in August in each year in which a Presidential Election is to be held NRS 298.109.

In addition to filing for candidacy and paying any required statutory filing fees, independent candidates are required to complete the independent petition process (see Chapter 17 of this manual) in order to qualify for candidacy.

Filing a Declaration of Candidacy

A person may file a declaration of candidacy pursuant to NRS 293.177, NRS 293C.145 or NRS 293C.175 by submitting the notarized filing documents by mail, in person, or , if authorized by the appropriate filing officer, virtually using a remote technology system.

If the filing officer provides the option to file a declaration of candidacy virtually using a remote technology system:

- The candidate must have paper copies of the documents during the virtual meeting and pay the filing fee required by NRS 293.193 before the virtual meeting.
- Each of the filing documents must be filled out and signed by the candidate and then held up to the camera for confirmation by the filing officer.
- Upon completion of the virtual meeting, the candidate must mail the original filing documents to the filing officer.
- The filing date for the candidate is the date on which the filing documents are received by the filing officer, which must not be later than the deadline set forth in NRS 293.177, NRS 293C.145 or NRS 293C.175 for filing a declaration of candidacy.

A filing officer is not responsible for notifying a person filing a declaration of candidacy of any errors in the filing documents or filing fee. If any errors in the filing documents or filing fee are not corrected by 5 p.m. on the deadline set forth in NRS 293.177, NRS 293C.145 or NRS 293C.175, the name of the person will not be printed on a ballot as a candidate.

In accordance with NRS 281.055, a person may not file a declaration of candidacy or other nomination papers for more than one elective office of any special district. This does not prohibit a person from serving in more than one special district in a capacity other than elective office.

Using a Nickname on the Ballot

A nickname of not more than ten (10) letters may be used on the ballot; however, it must be in quotation marks and appear immediately before the candidate's surname. A nickname must not indicate any political, economic, social, or religious view or affiliation and must not be the name of any person, living or dead, whose reputation is known on a statewide, nationwide, or worldwide basis. The nickname must not, in any way, deceive a voter regarding the person or principles for which he or she is voting NRS 293.2565.

Candidates with the Same Surname

If two or more candidates have the same given name or surname so similar as to likely cause confusion and neither of the candidates is an incumbent, then the middle names or middle initials, if any, must be included on the ballot. If one of the candidates is an incumbent, the name of the incumbent must be listed first and the word “incumbent” must appear next to the name of the candidate who is the incumbent NRS 293.2565.

Changing Name on the Ballot

A candidate may change the way his or her name will appear on the ballot by filing a written request to amend the declaration of candidacy. The candidate must file the request in person with the filing officer with whom the candidate filed his or her declaration of candidacy not later than 5 p.m. on the last day to file for office NAC 293.081.

The surname of the candidate printed on a ballot may be his or her original surname or married surname. A candidate may not request that a new modification or combination of his or her original surname and married surname appear on a ballot NRS 293.2565.

Candidate Filing fees

United States Senator (Federal)	$500
U.S. Representative in Congress (Federal)	$300
Governor	$300
Lieutenant Governor	$200
Secretary of the State, State Treasurer, State Controller, Attorney General	$200
State Senate or Assembly	$100
Justice of the Supreme Court (AOC)	$300
State Board of Education	$200
Court of Appeals (AOC)	$200
District Court Judge (AOC)	$150
Justice of the Peace (AOC)	$100
Any County Office	$100
Hospital or Hospital District	$30
Constable or other Town or township Office	$30
Any District Office other than District Court Judge	$30
University Board of Regents	$0
Any Office which Receives No Compensation	$0

No filing fee is required from a candidate for an office if the office holder receives no compensation NRS 293.193.

An additional fee, not to exceed $5.00, may be added by county clerks or clerks of the court (only) in addition to any candidate filing fees, pursuant to NRS 19.013(2)(b). If a county clerk elects to charge and collect an additional fee for filing and recording a declaration of candidacy for a public office, the county clerk shall:

- Charge the additional fee for all public offices for which a declaration of candidacy is filed with the county clerk.
- Notify the Secretary of State using electronic mail or mail not later than 15 days before the start of the candidate filing period in an election year.

The written notification must include, without limitation:

- That the additional fee is being charged and collected;
- The amount of the additional fee; and
- The total filing fee to be collected for each public office.

Judicial Questionnaire

A judicial candidate, who is not the current seated incumbent for the office in which they filed for, **must** complete and file a judicial questionnaire prescribed by the Nevada Supreme Court, and submit it along with their declaration of candidacy when filing for office NRS 293.179.

The questionnaire must include:

- The education of the candidate; and
- The qualifications possessed by the candidate which are relevant to the judicial office for which the candidate is filing.

An incumbent for judicial office **may** complete the judicial questionnaire and submit it with their declaration of candidacy when filing for office.

Upon receipt of the completed judicial questionnaire, the clerk must post the questionnaire on the Internet website of the clerk's office.

Candidate Photographs

A candidate, the spouse of a candidate or a member of the campaign staff of a candidate may submit a photograph of the candidate to the Office of the Secretary of State to be uploaded to the Internet website of the Secretary of State beginning on the first Monday in March preceding the election and not later than 5 p.m. on the second Friday preceding the day of the election. Any photograph submitted after 5 p.m. on the second Friday preceding the date of the election will be uploaded to the Internet website of the Secretary of State, if practicable.

The Office of the Secretary of State will not contact any candidate who does not submit a photograph to obtain such a photograph.

The Office of the Secretary of State will:

- Only accept digital photographs; and
- Crop each photograph to approximately 2 inches above the head of the candidate and 8 inches below the chin of the candidate.

The Office of the Secretary of State may, at the discretion of the Office, reject a photograph of a candidate submitted pursuant to this section for any reason, including, without limitation, if the photograph is offensive; contains nudity, alcohol or drug paraphernalia; contains writing or symbols that indicate allegiance to any group or organization; or contains persons or objects other than the candidate.

Withdrawal of Candidacy

A withdrawal of candidacy must be in writing and be presented by the candidate, in person to the filing officer, within seven (7) days after the last day of candidate filing, excluding Saturdays, Sundays and holidays.

If the withdrawal of candidacy is submitted in a timely manner, it shall be deemed effective after the seventh (7) day, excluding Saturdays, Sundays and holidays NRS 293.202.

Recission of a Withdrawal of Candidacy

A recission of withdrawal of candidacy must be in writing and be presented by the candidate, in person to the filing officer, within the seven (7) day withdrawal period, after the last day of candidate filing, excluding Saturdays, Sundays and holidays NRS 293.202.

Return of Filing Fees

If an independent candidate fails to receive enough signatures on a petition to appear on the ballot, the filing fee of the independent candidate must be returned to the candidate. The filing officer to whom the fee was paid must return the fee within ten (10) business days after the date on which a final determination is made that the candidate did not receive enough signatures NRS 293.194.

Write-In Candidates

Nevada law prohibits write-in candidacies or write-in votes of any kind NRS 293.270.

Written Challenges for Qualifications of Candidates

NRS 293.182 provides the requirements for challenging the qualifications of a candidate for office. After a person files a declaration of candidacy to be a candidate for an office, and not later than 5 days after the last day the person may withdraw his or her candidacy pursuant to NRS 293.202, an elector may file with the filing officer for the office a written challenge of the person on the grounds that the person fails to meet any qualification required for the office pursuant to the Constitution or laws of this State. Before accepting the challenge from the elector, the filing officer shall notify the elector that if the challenge is found by a court to be frivolous, the elector may be required to pay the reasonable attorney's fees and court costs of the person who is being challenged.

A challenge filed must:

- Indicate each qualification the person fails to meet;
- Have attached all documentation and evidence supporting the challenge; and
- Be in the form of an affidavit, signed by the elector under penalty of perjury.

Upon receipt of a challenge:

- The Secretary of State shall immediately transmit the challenge to the Attorney General; or
- A filing officer other than the Secretary of State shall immediately transmit the challenge to the district attorney.

If the Attorney General or district attorney determines that probable cause exists to support the challenge, the Attorney General or district attorney shall, not later than 5 working days after receiving the challenge, petition a court of competent jurisdiction to order the person to appear before the court. Upon receipt of such a petition, the court shall enter an order directing the person to appear before the court at a hearing, at a time and place to be fixed by the court in the order, to show cause why the challenge is not valid. A certified copy of the order must be served upon the person. The court shall give priority to such proceedings over all other matters pending with the court, except for criminal proceedings.

If, at the hearing, the court determines by a preponderance of the evidence that the challenge is valid or that the person otherwise fails to meet any qualification required for the office pursuant to the Constitution or laws of this State, or if the person fails to appear at the hearing, the person is subject to the provisions of NRS 293.2045.

If, at the hearing, the court determines that the challenge is frivolous, the court may order the elector who filed the challenge to pay the reasonable attorney's fees and court costs of the person who was challenged.

Conducting a Campaign

Code of fair campaign practices

The Code of Fair Campaign Practices is a voluntary code to which a candidate may subscribe. It states certain principles by which a fair and ethical campaign should be run. A candidate who subscribes to the Code may indicate so in his or her campaign literature. A copy of the Code of Fair Campaign Practices is provided to each candidate at the time of filing NRS 294A.290.

Use of the Term "Re-Elect" and Implying Incumbency

Nevada law prohibits a candidate's use of the term "re-elect" in any campaign materials or statements unless that candidate is the incumbent NRS 294A.330. Nevada law also prohibits a candidate's use of other words that falsely imply the candidate is the incumbent NRS 294A.340.

Persuasive Polls

If a candidate, political party, committee sponsored by a political party, or committee for political action requests or compensates a person to conduct or cause to be conducted a persuasive poll or produce an automated or computerized message by telephone concerning a candidate, the person conducting the poll shall disclose, at the end of the poll, the name and telephone number of the candidate, political party, committee sponsored by a political party, or committee for political action that requested or compensated the person for the poll NRS 294A.341. Each violation is subject to a civil penalty of up to $5,000 NRS 294A.343.

The term "persuasive poll" is defined as the canvassing of persons, by means other than an established method of scientific sampling, by asking questions or offering information concerning a candidate which is designed to provide information that is negative or derogatory about the candidate or the candidate's family. The term does not include a poll that is conducted only to measure the public's opinion about or reaction to an issue, fact or theme NRS 294A.341.

Disclosures On Campaign Materials

A candidate, committee for political action, political party, or committee sponsored by a political party that expends more than $100 for the purpose of financing a communication through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general public political advertising shall disclose on the communication that it was paid for by the candidate, committee for political action, political party, or committee sponsored by a political party NRS 294A.348.

If a communication is approved by a candidate, in addition to disclosing on the communication that it was paid for by the candidate, the communication must state that the candidate approved the communication and disclose the street address, telephone number, and internet address, if any, of the person, committee for political action, political party, or committee sponsored by a political party that paid for the communication NRS 294A.348.

A candidate, committee for political action, political party, or committee sponsored by a political party that has an internet website available for viewing by the general public or that sends out an electronic mailing to more than 500 people that: (1) advocates expressly the election or defeat of a clearly identified candidate or group of candidates; or (2) solicits a contribution through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general public political advertising, shall disclose on the internet website or electronic mailing, as applicable, the name of the candidate, committee for political action, political party, or committee sponsored by a political party NRS 294A.348.

Disclosures and statements must be clear and conspicuous, and easy to read or hear, as applicable. The disclosure requirements do not apply to any statement or communication appearing on a cap, hat, shirt, or other article of clothing, regardless of its cost. They also do not apply to any item that has a retail cost per item of less than $5, including any button, pen, pencil, ruler, magnet, key tag, emery board, comb, letter opener, can holder, bottle opener, jar opener, balloon, or piece of candy. However, the $5 per item retail value exclusion does not apply to any door hanger, bumper sticker, yard sign, or advertising through a television or radio broadcast, newspaper, magazine, outdoor advertising facility, or mailing NRS 294A.349.

Campaign Signs

Local and state laws govern the use of campaign signs. Candidates should review county and city ordinances for the rules regarding campaign signs. In addition, state law governs campaign signs placed within highway rights-of-way. Please refer to NRS 405.030 and NRS 405.110 for specific prohibitions, the removal policy by the Nevada Department of Transportation, and possible penalties.

State law sets time restrictions on the placement of campaign signs along interstate and primary highways. Campaign signs must not be placed next to these highways earlier than sixty (60) days before a primary election and must be removed no later than thirty (30) days after the election. A successful candidate in the primary election may display his or her campaign signs through the following general election, removing them thirty (30) days later NRS 410.400(4).

For more information or to report a violation, please contact the Nevada Department of Transportation at (775) 888-7000.

Remember to always seek permission of property owners prior to placing campaign signs on private property. The posting of campaign signs on public utility poles is prohibited NRS 704.638.

Judicial Candidates

The Revised Nevada Code of Judicial Conduct included in the Supreme Court Rules imposes several requirements on judicial candidates. If you are a candidate for judicial office, please refer to the Nevada Code of Judicial Conduct for more details or contact the Standing Committee on Judicial Ethics.

All candidates for judicial office must file Contributions and Expenses (C&E) Reports with the Secretary of State. Please refer to the "What About the Money?" section of this guide for more information. Additionally, judicial candidates must file a Financial Disclosure Statement (FDS) with the Administrative Office of the Courts (AOC), not the Secretary of State. Please refer to the FDS section of this guide for further information.

STANDING COMMITTEE ON JUDICIAL ETHICS
P.O. BOX 18123
RENO, NEVADA 89511
PHONE (775) 687- 4017 FAX (775) 448-9704
ncjdinfo@judicial.nv.gov

Note: In 2023, the Nevada legislature amended NRS 4.010(3), citing any justice of the peace who is not licensed or admitted to practice law in the courts of this State at the time of his or her election or appointment must pass an examination prescribed by the Nevada Supreme Court within 18 months after taking the oath of office. The amended provision of NRS 4.010 does not apply to a justice of the peace who holds that office on July 1, 2023.

What About the Money?

State law requires that all C&E Reports and Financial Disclosure Statements be filed electronically with the Secretary of State's office using the AURORA, Campaign Finance Disclosure system.

New candidates and appointees can review the Secretary of State's step-by-step process on how to create an Aurora account.

Non-Judicial Financial Disclosure Statement (FDS)

Nevada law requires a candidate for a non-judicial public office to electronically file a Candidate Financial Disclosure Statement (FDS) with the Secretary of State if the candidate will be entitled to receive annual compensation of $6,000 or more for serving in the office the candidate is seeking. Candidates for the office of Legislator must file a FDS regardless of compensation. The Candidate FDS is due 10 days after the last day to file a declaration of candidacy, for non-judicial candidates.

Additionally, non-judicial candidates elected to office must file an FDS by January 15th of each year they hold office, including the last year of their term NRS 281.561.

Note: Failure to file an FDS for non-judicial candidates is punishable by civil penalty up to **$2,000** NRS 281.581.

Judicial Statement of Financial Disclosures

Judicial candidates are required to file a Statement of Financial Disclosure with the Administrative Office of the Courts (AOC) on or before March 31st, for the preceding calendar year of the judge's term.

The Judicial Statement of Financial Disclosure is a public document and filed with the State Court Administrator at the AOC. You may find additional information regarding the filing of the Judicial Statement of Financial Disclosure in the Nevada Revised Code of Judicial Conduct as well as NRS 281.561 and NRS 281.571.

A judicial officer who is appointed to fill the unexpired term of a predecessor or to fill a newly-created judgeship is required to file a Judicial Statement of Financial Disclosure pursuant to the Nevada Revised Code of Judicial Conduct (NRS 281.559(1)(a)).

To access the Judicial Statement of Financial Disclosure form, click here.

Appointed Officials

An appointed public officer who is entitled to receive annual compensation of $6,000 or more for serving in the office the candidate is seeking, or who is appointed to the serve as a legislator, must file a Financial Disclosure Statement with the Secretary of State. The Appointment Financial Disclosure Statement is due not later than thirty (30) days after the public officer's date of appointment NRS 281.559(1)(a).

- All public officers appointed to office are entitled to receive $6,000 or more annually.
- All appointments to state legislature.
- All public officers appointed to fill the unexpired term of an elected or appointed public officer.

Special Filing Requirements for Federal Candidates

Candidates for federal office are required to file campaign finance reports with the Federal Election Commission (FEC). All federal candidates are encouraged to contact the FEC for other requirements.

FEDERAL ELECTION COMMISSION
1050 FIRST STREET, NE.
WASHINGTON, D.C. 20463
PHONE: (800) 424-9530 OR (202) 694-1000
TTY: (202) 219-3336
EMAIL: info@fec.gov

Contribution Defined

"Contribution" means a gift, loan, conveyance, deposit, payment, transfer, or distribution of money or of anything of value other than the services of a volunteer NRS 294A.007.

Campaign Expenses Defined

"Campaign Expenses" means all expenses incurred by a candidate for a campaign, including, without limitation: (a) office expenses; (b) expenses related to volunteers; (c) expenses related to travel; (d) expenses related to advertising; (e) expenses related to paid staff; (f) expenses related to consultants; (g) expenses related to polling; (h) expenses related to special events; (i) expenses related to a legal defense fund; (j) contributions made to another candidate, a nonprofit corporation that is registered or required to be registered pursuant to NRS 294A.225, a committee for political action that is registered or required to be registered pursuant to NRS 294A.230, or a committee for the recall of a public officer that is registered or required to be registered pursuant to NRS 294A.250; (k) fees for filing declarations of candidacy; and (l) repayment or forgiveness of a loan. The definition of "Campaign Expenses" also includes expenditures as defined in NRS 294A.0075 and the disposal of any unspent contributions NRS 294A.0035.

Expenditures Defined

"Expenditures" means money paid for advertising or communication on television, radio, billboards or posters, in newspapers or other periodicals or by mail, and all other money paid to advocate expressly the election or defeat of a clearly identified candidate or group of candidates or the passage or defeat of a clearly identified question or group of questions on the ballot. This includes any payments made to a candidate or to certain relatives of a candidate pursuant to NRS 294A.0075.

Candidate Defined

"Candidate" means any person: (1) who files a declaration of candidacy; (2) whose name appears on an official ballot at any election; or (3) who has received contributions in excess of $100 NRS 294A.005.

Reporting Campaign Contributions and Expenses

Every candidate for office in a primary or general election must report all contributions and campaign expenses in excess of $100 as well as multiple contributions from a single contributor that cumulatively exceed $100. Every candidate must also report the aggregate total of all contributions and campaign expenses of $100 or less, but they are not required to itemize contributions and campaign expenses of $100 or less. These reports must be made quarterly pursuant to the deadlines listed in NRS 294A.120 and NRS 294A.200.

Every candidate must file all four C&E reports, even if he or she: (a) withdraws his or her candidacy; (b) ends his or her campaign without withdrawing; (c) receives no contributions; (d) has no campaign expenses; (e) is not opposed in the election by another candidate; (f) is defeated in the primary election; (g) is removed from the ballot by court order; or (h) is the subject of a petition to recall and the special election is not held NRS 294A.350.

Loans and Written Acknowledgments

A candidate must report loans guaranteed by a third party, forgiven loans, and written commitments for a contribution. A candidate must also report the amount of any loans obtained or forgiven; the name and address of each person who either guaranteed or forgave a loan; the amount of any written commitment for a contribution; and the name and address of each person who made a written commitment NRS 294A.128.

Reporting Contributions in Excess of $10,000 Before an Election Year

Every candidate who receives total contributions in excess of $10,000 in any year before the year of an election is required to file an Annual Contributions and Expenses (C&E) Report for that year and every year thereafter up to the election. The report must be filed on or before January 15th of the year immediately after the year in which the contributions are received. Each year thereafter before the election year, the candidate must file by January 15th his or her contributions and campaign expenses in excess of $100 by filing an Annual C&E Filing report NRS 294A.125.

Reporting Bank Interest

The reporting of bank interest is not required by officials who are required to file Contribution & Expense reports, pursuant to NRS 294A. However, it is recommended that candidates and officials report this information in the best interest of full disclosure and transparency.

- If bank interest is reported, it should be reported on a separate line item in order to clarify the nature of the funds.

Filing Contributions and Expenses (C&E) Reports

Contributions and Expenses (C&E) Reports for judicial and non-judicial candidates must be filed electronically with the Secretary of State NRS 294A.120 and NRS 294A.200. If you are a new candidate, you will need to create a new account. To access the online filing system, please visit: www.nvsos.gov and click on the blue button "Campaign Finance", and the Aurora Campaign Finance Disclosure appears, next "login to file reports".

The bi-annual due dates for Contributions and Expenses (C&E) Reports are as follows:

C&E Report Four (4) suffices for the Annual filing only if C&E Report #'s 1-3 were previously filed.

Annual CE Filing: Due January 15 Period: January 1 – December 31
C&E Report #1: Due April 15 Period: January 1 – March 31
C&E Report #2: Due July 15 Period: April 1 – June 30
C&E Report #3: Due October 15 Period: July 1 – September 30
C&E Report #4: Due January 15 Period: October 1 – December 31
Annual CE Filing: Due January 15 Period: January 1 – December 31

Filing Paper Financial Reports

A candidate, including judicial candidates, may file a paper C&E Report only if: 1) the candidate did not receive or expend money in excess of $10,000 after becoming a candidate; and (2) the candidate files an affidavit with the Secretary of State which states the candidate does not own or have the ability to access the technology necessary to file the report electronically and the candidate does not have the financial ability to obtain such technology. The affidavit must be signed under an oath to God or penalty of perjury and must be filed no later than fifteen (15) days before the report due date NRS 294A.3733. Blank affidavits are available upon request from the Secretary of State's office.

Please note, if a candidate completes reports 1 through 3, the fourth report due on January 15 only needs to cover the period from October 1 to December 31. The candidate is not required to file a separate Annual C&E Filing because the entire calendar year will have already been reported.

Additionally, for new candidates elected to office, the Annual C&E Filing report must be submitted no later than January 15th of each year the candidate is in office NRS 294A.120.

Penalties for Failure to File or for Filing a Late C&E Report

The Secretary of State may impose civil penalties on any candidate who fails to file his or her C&E Report or who files the report late. Each violation is subject to a civil penalty of up to **$10,000** and payment of court costs and attorney's fees. The penalty schedule for late filings is as follows, pursuant to NRS 294A.420:

1 – 7 days late	$25 for each day the report is late
8 – 15 days late	$50 for each day the report is late
16 days late or more	$100 for each day the report is late
Maximum Penalty NRS 294A.420	$10,000 and payment of court costs and attorney's fees

Waiver of Civil Penalties

The Secretary of State may waive or reduce a civil penalty for good cause, if the person, committee for political action or entity that is subject to a civil penalty pursuant to NRS 294A.420.

- Files a written request for a waiver setting forth the basis of the waiver; and
- Properly files the appropriate delinquent report.

The Secretary of State will not waive or reduce a civil penalty imposed for good cause, on the basis that the Secretary of State did not send a reminder notice that a report or form for registration was due before the applicable deadline.

The Secretary of State's Office will compile and publish a quarterly report of all civil penalties waived not later than 15 business days after the last day of each calendar quarter.

Contribution Limits

A person shall not make or commit to make a contribution to a candidate in a primary or general election for any office, except a federal office (which is subject to federal reporting limits that are lower), in an amount that exceeds $5,000 for the primary election and $5,000 for the general election, regardless of the number of candidates for the office during the period NRS 294A.100:

- Beginning from January 1 of the year immediately following the last general election for the office and ending December 31 immediately following the next general election for the office, if that office is a state, district, county, or township office; **or**
- Beginning from 30 days after the last election for the office and ending 30 days after the next general city election for the office, if that office is a city office.

A person shall not make or commit to make a contribution to a candidate in a special election to recall a public officer in an amount that exceeds $5,000, regardless of the number of candidates for the office NRS 294A.115.

No contribution to a candidate in a recall election may be given or received except during the period:

- Beginning on the date that a notice of intent to recall a public officer is filed pursuant to NRS 306.015; and
- Ending on the latest of the dates enumerated in NRS 294A.115(2)(b).

There are no constitutional or statutory limits on contributions made to groups such as political parties, committees sponsored by political parties, committees for political action, or committees for political action advocating passage or defeat of a ballot question.

Contributions Made in the Name of Another Person are Prohibited

A person shall not make or assist in making a contribution in the name of another person. Accepting a contribution made by a person in the name of another person is also prohibited NRS 294A.112.

Campaign Accounts

Every candidate shall open and maintain a separate personal account in a financial institution located in the United States for the deposit of any contributions within one week of receiving a minimum contribution of $100. The candidate shall not commingle the money in the campaign account with money collected for other purposes NRS 294A.130. Candidates for judicial office should be aware that the Revised Nevada Code of Judicial Conduct also addresses this issue.

Anonymous Contributions

Anonymous contributions in excess of $100 are prohibited. A candidate who receives a contribution of $100 or more from an anonymous or unidentifiable contributor shall, within 10 days after receiving the contribution, deliver the money to the State Treasurer or donate it to a nonprofit entity NRS 294A.190.

Personal use of Campaign Funds

It is unlawful for a candidate to spend money received as a contribution for his or her personal use NRS 294A.160. “Personal use” under NRS 294A.011 means any use of contributions to fulfill a commitment, obligation, or expense of:

- A candidate that would exist irrespective of his or her campaign.
- A public officer that would exist irrespective of the duties of his or her public office, as applicable.

Additionally, the legislative history surrounding the personal use prohibition indicates the legislature intended to disallow expenditures of campaign monies for typical personal and household expenses such as food, clothing, rent, utilities, and the like. Federal law and persuasive authority from other states indicate, as a more general rule, that NRS 294A.160 prohibits the use of funds in a campaign account if the particular use would fulfill a commitment, obligation, or expense that would exist irrespective of the candidate's campaign or duties as an officeholder.

In-Kind Contributions

In-kind contributions are the value of goods and services provided in kind for which money would have otherwise been paid, such as paid polling and any resulting data, paid direct mail, paid solicitation by telephone, any paid paraphernalia that was printed or otherwise produced to promote a campaign, and the use of paid personnel to assist in the campaign NRS 294A.007. In-kind contributions must be reported on C&E reports that are filed with the Secretary of State’s office NRS 294A.362.

Restrictions on Acceptance of Contributions Prior to Legislative Session

A member of the Legislature, the Governor, the Governor-Elect, the Lieutenant Governor, the Lieutenant Governor-Elect, the Secretary of State, the State Treasurer, the State Controller, or the Attorney General may not solicit or accept a contribution during the period beginning 30 days before and ending 30 days after a regular session of the Nevada Legislature. If a special session is called, those officers may not solicit or accept a campaign contribution during a period prior to the beginning of the special session and ending 15 days after the final adjournment of a special session NRS 294A.300. These restrictions also apply to a member of an organization whose primary purpose is to provide support for legislators of a particular political party and house, such as legislative caucuses NRS 294A.310.

Completion of a Campaign

Notice of Completion of Campaign

If a candidate withdraws, ends his or her campaign, is defeated in the primary election, or has been removed from the ballot by court order, they must file a Notice of Completion of Campaign with the Secretary of State. Additionally, the candidate must dispose of any unspent or excess contributions and file all remaining required financial reports. The candidate shall not accept additional campaign contributions NRS 294A.350.

If the candidate is later elected to office despite ending his or her campaign, they must start reporting their contributions and expenses, beginning with the next report that is due after his or her election to office.

Disposition of Unspent Contributions

Candidates who are defeated during an election, withdraw from a race, or are removed from the ballot via court order must file all four C&E reports, with the final C&E report detailing how the remaining funds were disposed of NRS 294A.350.

Every candidate who is defeated at the primary election and received a contribution from a person in excess of $5,000 shall, not later than the 15th day of the second month after his or her defeat, return any money in excess of $5,000 to the contributor.

State law also specifically limits the manner in which unspent contributions may be disposed. Candidates who are elected to office may keep unspent campaign funds and use them for the candidate's next election NRS 294A.160.

Frequently Asked Campaign Finance Questions

Q: Is there a limit to the amount of contributions I can accept as a candidate from one donor?
A: Yes. The limit is $5,000 for the primary election and $5,000 for the general election, for a maximum total of $10,000. A candidate for office in a special election may receive a maximum of $5,000 from a single donor. If you receive more than $5,000 from any person and lose the primary election, you must return any amount in excess of $5,000 to the contributor NRS 294A.100 and NRS 294A.160.

Q: What if I don't have a primary election? Can I still receive the maximum of $10,000?
A: A candidate who does not have an opponent in a primary election, but who is running in an election that contains both a primary and a general election cycle, may receive the maximum of $10,000 from one donor.

Candidates seeking office in a special election may only receive a maximum of $5,000 from one donor.

Q: Is there a limit to the amount of contributions a Committee for Political Action (PAC) can receive from one donor?
A: No. There is no limit to the amount of contributions a PAC can receive or give to another PAC. However, PACs are still limited as to the amount they can contribute to an individual candidate NRS 294A.100.

Q: What is an in-kind contribution?
A: The value of goods or services provided in kind for which money would have otherwise been paid NRS 294A.007. For example, a person donates billboard space to a candidate free of charge. This would be an in-kind contribution, the value of which would be what it would normally cost to rent the billboard space.

Q: Can I make an anonymous contribution to a candidate?
A: No. Anonymous contributions of $100 or more are prohibited NRS 294A.190.

Q: Can I make a contribution to a candidate in the name of another person?
A: No. Making a contribution in the name of another person, sometimes known as conduit or straw contributions, is prohibited by law NRS 294A.112.

Q: Are the C&E Reports the only finance forms I have to file?
A: No. Financial Disclosure Statements (FDSs) must also be filed with the Secretary of State NRS 281.561.

Q: Do all candidates have to file all four C&E Reports?
A: Yes. Every candidate (excluding federal candidates) must file all four C&E reports even if he or she withdraws their candidacy, ends his or her campaign without withdrawing, receives no contributions, has no expenses, is defeated in the primary election, has their name removed from the ballot by court order, runs unopposed, or is the subject of a petition to recall and the special election is not held NRS 294A.120; NRS 294A.200; and NRS 294A.350.

Q: Can I mail or fax my C&E Report to the appropriate filing officer?
A: No. All C&E Reports must be filed electronically with the Secretary of State. A candidate may file a paper report only if: 1) the candidate did not receive or expend money in excess of $10,000 after becoming a candidate; and (2) the candidate files an affidavit with the Secretary of State that states the candidate does not own or have the ability to access the technology necessary to file the report electronically and the candidate does not have the financial ability to obtain such technology. The affidavit must be signed under an oath to God or penalty of perjury. This form must be filed with Secretary of State not later than 15 days before the C&E Report is required to be filed NRS 294A.3733.

Q: What happens if I file my C&E Report(s) late?
A: There is a civil penalty of up to $10,000 per violation NRS 294A.420.

1 – 7 days late	$25 for each day the report is late
8 – 15 days late	$50 for each day the report is late
16 days late or more	$100 for each day the report is late
Maximum Penalty (NRS 294A.420)	$10,000 and payment of court costs and attorney's fees

Q: What happens if I do not file all four C&E reports?
A: In addition to any civil penalty of up to $10,000 per violation, your file may be referred to the Attorney General's office for further action NRS 294A.420. Please note that even if you have missed the deadline to file a report, you are still required to file the report.

Q: Can I pay the penalty out of my campaign account?
A: No. Pursuant to NRS 294A.160, personal use of campaign funds is prohibited.

Q: What must a candidate do prior to accepting donations?
A: Every candidate shall open and maintain a separate personal account in a financial institution located in the United States for the deposit of any campaign contributions within one week of receiving a minimum contribution of $100 NRS 294A.130.

Q: When is the Financial Disclosure Statement (FDS) due?
A: **Non-Judicial Candidate**: 10 Days after the last day of candidate filing
Judicial Candidate: March 31, 20XX, for the preceding year of the judge's term
Annual FDS: January 15, 20XX
Appointment FDS: 30 days after appointment
NRS 281.559 and NRS 281.561

Q: What happens if I fail to timely file a Financial Disclosure Statement (FDS) or do not file one at all?
A: You will need to email a "Waiver Request" to nvelect@sos.nv.gov briefly stating why you were late in filing. If accepted, you will be contacted, and your penalty fee will be waived. There is a civil penalty of up to $2,000 per violation provided by law and your file may be remanded to the Attorney General's office if you fail to pay the penalty NRS 281.581.

1 – 10 days late	$25
11 – 20 days late	$50
21 – 30 days late	$100
31 – 45 days late	$250
Not filed or more than 45 days late	$2,000

Q: Can I pay campaign expenses out of my own funds and later reimburse myself out of campaign contributions?
A: Yes, but you must report both the expense and the reimbursement. This is accomplished by reporting a contribution in the form of a loan from the candidate to the campaign in the amount of the expense that was paid for with personal funds. Contributions that are intended as a loan can be marked as such in the C&E Report. The reimbursement to the candidate is reported as a campaign expense under Category M – Repayment of Forgiveness of Loans.

Q: Do I need to report donated or discounted goods or services that are provided to my campaign?
A: Yes. Donated goods or services are an in-kind contribution, and the standard cost of donated goods or services must be reported as such. With respect to discounted goods or services, the difference between the standard cost for the goods or services and the discounted cost is considered an in-kind contribution and must be reported NRS 294A.007.

CHAPTER 17
INDEPENDENT CANDIDATE PETITIONS

TABLE OF CONTENTS

Qualifications for Independent Candidates 526
The Independent Candidate Petition – Signatures Required 526
Who Signs The Petition? 527
Presidential Candidate Petition Format 528
Statewide, County or District Partisan Office Petition Format 529
Submitting Petitions 530
President and Vice President of the United States 530
Statewide, County of District Partisan Offices 530
Verification Process 530
Determination Of Sufficiency 531
Petition Signature Disposition 532
Filing an Appeal 533
Declaration of Candidacy 533
Challenging the Candidacy of an Independent Candidate 534

INDEPENDENT CANDIDATE PETITIONS

Qualifications for Independent Candidates

The State of Nevada allows those who wish to run for a partisan office as a candidate with no political affiliation to run as an independent candidate. An independent candidate is a candidate "who has been nominated for a partisan office but who is registered with no political affiliation" NRS 293.063. An independent candidate for partisan office must be nominated in the manner provided in NRS 293.200.

An independent candidate for the partisan office of the United States Presidency may qualify to appear on the general election ballot by completing the petition process and complying with all other candidate filing requirements, such as submitting a Declaration of Candidacy and paying the appropriate filling fee. A person may not file as an independent candidate if he/she is proposing to run as a candidate of a political party or is registered to vote as a member of a political party.

To qualify for any partisan office and appear on the General Election Ballot, an independent candidate must complete the petition process discussed below, file a Declaration of Candidacy, and pay a filing fee (if applicable).

The Independent Candidate Petition – Signatures Required

There are two ways in which an independent candidate can qualify to be placed on the ballot for the General Election. Both involve the circulation of a petition as follows:

President and Vice President of the United States:

- Submitting a petition to the filing officer containing a number of valid signatures equals to at least 1% of the total number of ballots cast at the last General Election for candidates for the office of Representative of Congress NRS 298.109.
- The Nevada Congressional District Map can be located on the Nevada Legislature's website at: https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2021/

Independent Candidate Statewide, County or District Partisan Offices:

- Submitting a petition to the filing officer containing a number of valid signatures equal to at least 1% of the total number of ballots cast at the last General Election for the office for which the candidate seeks election. The filing officer will determine the number of signatures needed for the petition NRS 293.200(1)(b)(1); or
- Submitting a petition to the filing officer containing 250 valid signatures of registered voters if the candidate is a candidate for statewide office (signatures may be gathered in one or more counties); or containing 100 valid signatures of registered voters if the candidate is a candidate for any office other than a statewide office (signatures must be gathered in the specific district) NRS 293.200(1)(b)(2).

The candidate must file a copy of the petition with the appropriate filing officer prior to circulating the document for signatures not earlier than January 2, preceding the date of an election NRS 293.200(1)(a).

Who Signs The Petition?

Only registered voters of the county in which the petition is circulated may sign the document. If the office is not a statewide office, only the registered voters of the county, district or municipality in question may sign the petition NRS 293.200(2).

NOTE: Any registered voter within the appropriate district may sign the petition. The registered voter who signs the petition may be affiliated with any political party and will not lose that party standing or the right to vote in the 2024 Primary or General Election by signing the petition.

Presidential Candidate Petition Format

- The petition must propose the candidates name NRS 298.109(1).
- Must designate a nominee for Vice President.
- The petition may consist of more than one document NRS 298.109(2); NAC 293.182(1).
- Each document must bear the name of a county, and only registered voters of that county may sign the document.
- The documents which are circulated for signature in a county must be submitted to that county clerk for verification in the manner prescribed in NRS 293.1276 to NRS 293.1279.
- Each document must contain sequentially numbered spaces for the printed name of each person who signs the document, the signature of the person signing, the resident address of the person signing, the name of the county where the person who signs is registered to vote, and the date of the signature NRS 298.109(2); NAC 293.182(2)(a).
- Each document must contain an affidavit of the person who circulated the document. The affidavit must be on the last page of each document and be signed before a person authorized by law to administer oaths in the State of Nevada (a notary public) NRS 298.109;NAC 293.182(2 & 3(c).
- The circulator is not required to be a registered voter in Nevada.
- Each signature on the petition must be in ink.
- The County Clerk/Registrar will disregard any signature that is not signed in ink NRS 293.12758(4).
- Each page of the document must be sequentially numbered. The County Clerk/Registrar cannot accept a petition unless each page, including blank pages of the petition, is numbered NRS 293.12758(3).

The Secretary of State does not approve the legality of the petition language or the petition form.

Statewide, County or District Partisan Office Petition Format

- The petition may consist of more than one document NRS 293.200(2).
- Each document of the petition may consist of one or more pages and must be bound together NRS 293.12758(5); NAC 293.182(3)(b).
- Each document must bear the name of a county, and only registered voters of that county may sign the document NRS 293.200(2).
- The petition may include a statement of principle, 200 words or less, if any, which the candidate represents NRS 293.200(3).
- The petition may not contain the name of more than one candidate for each office to be filled NRS 293.200(5).
- Each document must contain sequentially numbered spaces for the printed name of each person who signs the document, the signature of the person signing, the resident address of the person signing, the name of the county where the person who signs is registered to vote, and the date of the signature NRS 293.200(2); NAC 293.182(2)(a).
- Each document must contain an affidavit of the person who circulated the document. The affidavit must be on the last page of each document and be signed before a person authorized by law to administer oaths in the State of Nevada (a notary public) NRS 293.200(2); NAC 293.182(2 & 3(c).
- The circulator is not required to be a registered voter in Nevada.
- Each signature on the petition must be in ink. The County Clerk/Registrar will disregard any signature that is not signed in ink NRS 293.12758(4).
- Each page of the document must be sequentially numbered. The County Clerk/Registrar cannot accept a petition unless each page, including blank pages of the petition, is numbered NRS 293.12758(3).

The Secretary of State does not approve the legality of the petition language or the petition form.

Submitting Petitions

President and Vice President of the United States

After the petition is circulated for signatures, it must be submitted to the County Clerk/Registrar of Voters of the county or counties where it was circulated for signature verification not earlier than January 2, preceding the election and not later than 25 working days before the last day to file the petition of candidacy by 5 p.m., on the second Friday of August. Within four (4) days after submission, excluding Saturdays, Sundays and holidays, the County Clerk/Registrar shall determine the total number of signatures and forward that information to the Secretary of State NRS 293.1276(1) and NRS 298.109.

Statewide, County of District Partisan Offices

After the petition is circulated for signatures, it must be submitted to the County Clerk/Registrar of Voters of the county or counties where it was circulated for signature verification not earlier than the first Monday in March, preceding the election and not later than 10 working days before the last day to file the petition by 5 p.m., on the third Friday of June, pursuant to subsection 4. Within two (2) days after submission, excluding Saturdays, Sundays and holidays, the County Clerk/Registrar shall determine the total number of signatures and forward that information to the Secretary of State NRS 293.1276(1).

Verification Process

All documents must be submitted to the appropriate County Clerk/Registrar at the same time. The County Clerk/Registrar shall issue the person submitting the petition a receipt stating the number of documents submitted, the number of pages of each document, and the number of signatures declared to be on the petition. The County Clerk/Registrar counts every signature on the petition and forwards that number to the Secretary of State; this is the “raw count” NRS 293.1276(1) and NRS 293.12758.

Time frame: The County Clerk/Registrar must complete the raw count within two (2) days of receipt of the petition (excluding Saturdays, Sundays, holidays, and the day the petition is received) NRS 293.1276(1).

Based on the raw count information received from the County Clerk/Registrar, the Secretary of State determines whether the number of signatures is 100% of the number needed. If the raw count indicates that the petition contains less than 100% of the signatures needed, the Secretary of State notifies the person who submitted the petition and the County Clerk/Registrar that no further action will be taken on the petition. If the raw count indicates that the petition contains more than 100% of the signatures needed, the Secretary of State notifies the County Clerk/Registrar NRS 293.1276(2) and NRS 293.1277(1).

Time frame: Immediately after the Secretary of State receives the raw count from all counties in which the petition was circulated NRS 293.1277(1).

If the Secretary of State notifies the County Clerk/Registrar that the petition contains the number of signatures needed for it to be sufficient, the County Clerk/Registrar begins actually examining the signatures. The clerk will verify either 500 of the signatures or randomly sample 5% of the total signatures submitted (whichever is greater). When verifying the signatures on a petition, the county clerk may check the signature of the person who signed the petition against all signatures of the person available in the records of the county clerk. The Secretary of State is notified of the result by the filing of a Certificate of Results of the signature verification NRS 293.1277(2)(4).

Time frame: Signature verification must be completed within three (3) days (excluding Saturdays, Sundays, holidays and the day the Secretary of State's notification is received) after the County Clerk/Registrar receives notification from the Secretary of State to begin signature verification NRS 293.1277(1).

Determination Of Sufficiency

The Secretary of State determines whether or not the petition is sufficient based on the County Clerks/Registrars' certified results of the signature verification.

If the Secretary of State finds that the number of valid signatures is less than 100% of the number of registered voters required to declare the petition sufficient (or less than 90% if the verification was conducted pursuant to a random sampling):

Result: The petition fails to qualify, and the Secretary of State shall immediately notify the petitioners and the County Clerks/Registrars. No further action is taken NRS 293.1278(1).

If the Secretary of State finds that the number of valid signatures, not including those who requested their signature to be removed before verification, is equal to or greater than 100% of the number of registered voters required to declare the petition sufficient:

Result: The petition is deemed qualified as of the date the Secretary of State receives the final certificates of results. The Secretary of State immediately notifies the County Clerks/Registrars and the petitioners. The name of the independent candidate must be placed on the general election ballot and the independent candidate must file the appropriate filing fee and declaration with the filing officer during the prescribed period NRS 293.1278(2); 293.200.

If the signature verification was conducted pursuant to a random sampling of the greater of 500 signatures or 5% of the total contained on the petition, and the Secretary of State finds the number of valid signatures, not including those who requested their signature to be removed before verification, is 90% or greater, but less than 100%, of the required number of registered voters needed to declare the petition sufficient:

Result: The Secretary of State directs the County Clerks/Registrars to reexamine the signatures for verification. The County Clerks/Registrars will reexamine the signatures for verification until: (a) Determining that the number of valid signatures is 100% of the number needed to declare the petition sufficient; or (b) Examining all the signatures on the petition. If the candidate petition is for a statewide or multi-county office and the number of valid signatures in a particular county fall below a certain threshold, the Secretary of State may require the Clerk/Registrar of that County to examine every signature.

The County Clerks/Registrars must complete this process within five (5) working days after receiving the order from the Secretary of State.

After completing the reexamination of signatures for verification, the County Clerks/Registrars will forward an amended certificate of results to the Secretary of State NRS 293.1279; 293.1278(2).

If the petition is found to be insufficient and no challenge is filed, or the Court finds it insufficient, the filing officer must return the filing fee to the candidate within ten (10) days after the date on which a final determination is made NRS 293.194.

Petition Signature Disposition

All signatures gathered for any statewide or multicounty petition identified in NRS 293.1277 must be transmitted to the Secretary of State upon completion and disposition of the petition.

For any petition containing signatures which are required to be verified pursuant to the provisions of NRS 293.200 or NRS 306.110 for any county, district or municipal office within one county, the county clerk shall not transmit the documents containing the signatures of the registered voters to the Secretary of State.

Filing an Appeal

If an independent candidate petition fails for lack of signatures, the person who submitted the petition may challenge the signature verification by filing an appeal with the Secretary of State. The appeal must:

- Be filed within five (5) working days after receipt of the Secretary of State's notification of the determination of sufficiency;
- Include the reasons for the appeal; and
- Include a statement of the number of signatures, if any, that the County Clerk/Registrar determined were invalid.

If the appeal is based on the results of the signature verification, the Secretary of State shall:

- If the Secretary of State agrees with the person who filed the appeal, order the County Clerk/Registrar to re-certify the petition to include all contested signatures, which the Secretary of State determines are valid as verified signatures; or
- If the Secretary of State does not agree with the person who filed the appeal, notify that person and the County Clerk/Registrar that the petition remains insufficient.

If the Secretary of State is unable to make a decision on the appeal based upon the documents submitted, he may order the County Clerk/Registrar to re-verify the signatures. The decision of the Secretary of State is a final decision for the purposes of judicial review. The decision of the Secretary of State may be appealed, but only in the First Judicial District Court in Carson City, Nevada NRS 293.12793; 293.12795.

Declaration of Candidacy

An independent candidate for partisan office must file a Declaration of Candidacy and pay the statutory filing fee with the proper filing officer at any time from the first Monday in March, through 5:00 p.m. on the second Friday in March NRS 293.177(b).

"Filing officer" means the Secretary of State, County or City Clerk or any other officer authorized by law to receive designations and declarations of candidacy, certificates and acceptances of nomination or any other nomination papers NRS 293.057.

For United States Senators, Representatives in Congress, statewide offices, State Senators and Assemblymen to be elected from districts comprising more than one county, and all other offices whose districts comprise more than one county, the filing officer shall be the Secretary of State NRS 293.185(1).

For Representatives in Congress and district offices voted for wholly within one county, State Senators and Assemblymen to be elected from districts comprising but one or part of one county, county and township officers, the filing officer shall be the county clerk NRS 293.185(2).

Challenging the Candidacy of an Independent Candidate

Any person may challenge the candidacy of an independent candidate. All affidavits, documents, and other related material in support of the challenge must be filed by 5 p.m. on the fourth Friday in June NRS 293.200(8).

Any judicial proceedings resulting from the challenge must be set for hearing not more than five (5) days after the fourth Friday in June.

The challenge of candidacy must be filed with:

- The First Judicial District Court in Carson City, Nevada, if the candidate's filing officer is the Secretary of State NRS 293.200(9)(a); or
- The District Court within the candidate's county if the candidate's filing officer is the County Clerk/Registrar NRS 293.200(9)(b).

The district Court in which the challenge was filed shall give priority to the filing matter with the court, except for criminal matters.

CHAPTER 18
MINOR PARTY PETITION

TABLE OF CONTENTS

Procedures to Qualify as a Minor Political Party 536
Qualification 536
Obtaining Ballot Access 537
Filing a List of Candidates for Partisan Office 537
Requirements of Petition for Ballot Access 538
Filling a Vacancy 538
Ballot Access Petition Format 539
Petition Verification Process 540
Determination of Sufficiency 541
Filing an Appeal 542
Court Challenges 542
Procedure for Continued Existence as a Minor Party 542
Maintaining Ballot Access 543

MINOR PARTY PETITION

Procedures to Qualify as a Minor Political Party

To qualify as a minor political party, an organization must file a Certificate of Existence and a copy of the constitution or bylaws of the party with the Secretary of State's office NRS 293.171. In order to obtain ballot access, a qualified minor party must successfully complete one of the three procedures listed in section (2) below NRS 293.1715. Once qualified for ballot access, a minor political party that wishes to place candidates on the ballot for the general election must file a list of its candidates for partisan office with the Secretary of State's office no later than the close of the candidate filing period NRS 293.1725.

Qualification

To qualify as a minor political party, an organization must file a Certificate of Existence with the Secretary of State's office. The Certificate must include the following information:

- Name of the political party;
- Names of its officers;
- Names of the members of its executive committee;
- Name of the person authorized to file the list of its candidates for partisan office with the Secretary of State; and
- A copy of its constitution or bylaws NRS 293.171(1)(2).

The constitution or bylaws of a minor political party must provide a procedure for the nomination of its candidates in such a manner that only one candidate may be nominated for each office NRS 293.171(4).

A minor political party shall file with the Secretary of State an Amended Certificate of Existence within five (5) days after any change in the information contained on the Certificate of Existence NRS 293.171(3).

Any minor political party whose candidates for partisan office do not appear on the ballot for the General Election must file a Notice of Continued Existence with the Secretary of State’s office not later than the second Friday in August preceding the general election. If a minor political party that does not have ballot access fails to file a Notice of Continued Existence by the deadline, it ceases to exist as a minor political party in Nevada NRS 293.171(5)(6).

Obtaining Ballot Access

A minor political party will be granted ballot access for the general election, if:

- At the last preceding general election, the minor political party received for any of its candidates 1% or more of the total votes cast for the offices of Representative in Congress NRS 293.1715(2)(a);
- On January 1, preceding a primary election, at least 1% of the total number of registered voters in Nevada have designated the minor political party on applications to register to vote NRS 293.1715(2)(b); or
- On June 1, preceding the primary election, the minor party has submitted a petition for minor party ballot access containing valid signatures equal to 1% of the total number of votes cast at the last preceding general election for the offices of Representative in Congress with the appropriate County Clerk/Registrar of Voters for signature verification NRS 293.1715(2)(c) and NRS 293.172(1)(c).
    - If June 1 falls on a weekend, the due date is the first Monday is June.

The names of candidates for partisan office of a minor political party never appear on the primary election ballot. Instead, candidates of a minor political party only appear on the general election ballot NRS 293.1715(1). The name of only one candidate of each minor political party for each partisan office may appear on the ballot for a general election NRS 293.1715(3).

Filing a List of Candidates for Partisan Office

A minor political party with ballot access, or that is attempting to gain ballot access through the petition process outlined in NRS 293.1715(2)(c), must file with the Secretary of State's office a list of its candidate for partisan office not earlier than the first Monday in March, and not later than 5:00 p.m. on the second Friday, after the first Monday in March. The list must be signed by the person authorized to do so in the Certificate of Existence of the minor party before a notary public or other person authorized to take acknowledgments NRS 293.1725(1). Each candidate on the list must file his or her declaration of candidacy with the appropriate filing officer and pay the filing fee not earlier than the date on which the list of candidates for partisan office of the minor political party is filed with the Secretary of State and not later than 5:00 p.m. on the second Friday in March NRS 293.1725(3).

The Secretary of State will forward the minor political party's list of candidates for partisan office to election officials with whom each candidate must file a Declaration of Candidacy. Each candidate on the list must file a Declaration of Candidacy with the appropriate filing officer and pay the appropriate fee, during the candidate filing period NRS 293.1725(2)(3).

The names on the list of candidates of a minor political party will not appear on the primary election ballot; however, the names will appear on the general election ballot.

Please note that each minor party may have only one candidate for each office appearing on the general election ballot NRS 293.1715(1)(2).

A minor political party that wishes to place candidates for the offices of President and Vice President of the United States on the ballot and has qualified to place the names of its candidates for partisan office on the ballot for the general election, must file with the Secretary of State a certificate of nomination for these offices not later than the last Tuesday in August NRS 293.1725(4) and NRS 298.035(2).

Requirements of Petition for Ballot Access

Before a petition for ballot access may be circulated for signatures, the minor political party must first file a copy of the petition with the Secretary of State's office NRS 293.1715(4). If the office to which the candidate is to be nominated is a county office, only the registered voters of that county may sign the petition. If the office to which the candidate is to be nominated is a district office, only the registered voters of that district may sign the petition NRS 293.172(2). The signatures obtained must be verified by the County Clerk/Registrar of Voters in the county where the petition was circulated. After signature verification, the County Clerks/Registrars of Voters notify the Secretary of State's office of the results. The Secretary of State then notifies the petitioners whether the petition qualified or failed.

Filling a Vacancy

A vacancy occurring in a minor political party's nomination for a partisan office may be filled by a candidate designated by the minor party's executive committee, except for a vacancy occurring in a party nomination for the office of State Senator or Assemblyperson from a multi-county legislative district. The designation must be filed before 5:00 p.m. on the fourth Friday in July. The nominated candidate must file a declaration of candidacy and pay the filing fee by 5:00 p.m. on the date the designation is filed pursuant to NRS 293.165(1)(5).

For the procedure to fill a vacancy occurring in a minor party nomination for the office of State Senator or Assemblyperson from a multi-county legislative district, please see NRS 293.166(1).

Please note that no change may be made on a general election ballot after the fourth Friday in July. If a nominee dies after that date, or a vacancy in the nomination is otherwise created, the nominee's name must remain on the ballot and if the nominee is elected, a vacancy is created NRS 293.165(4) and NRS 293.166(3).

Ballot Access Petition Format

Pursuant to NRS 293.172, NRS 293.12757, NRS 293.12758, and NAC 293.182 the following are the requirements of a minor political party ballot access petition:

- The petition may consist of more than one document;
- Each document of the petition may consist of one or more pages and must be bound together;
- Each document must bear the name of the minor political party, and if applicable, the candidate and office to which the candidate is to be nominated;
- Each document must bear the name of a county, and only registered voters of that county may sign the document;
- Each document must contain sequentially numbered spaces for the name of each person who signs the petition, the signature of that person, the residential address of that person, the name of the county where that person is registered to vote, and the date of the signature;
- Each document must contain an affidavit of the person who circulated the document, verifying that the signers, to the best of his or her belief, are registered voters in the State and were signed in his/her presence. The affidavit must be on the last page of each document and be signed before a person authorized by law to administer oaths in the Nevada (e.g., a notary public);
- The circulator of the petition must be 18 years of age or older;
    - The petition circulator is not required to be a registered voter of Nevada.
- Each signature on the petition must be in ink. The County Clerk/Registrar of Voters will disregard any signature that is not signed in ink; and
- Each page of the document must be sequentially numbered, beginning with the number one (1) for each document. The County Clerk/Registrar of Voters cannot accept a petition unless each page of the document is numbered.

The Secretary of State does not approve the legality of the petition language or the petition form.

Petition Verification Process

Step 1:
All documents of a petition must be submitted to the appropriate County Clerk/Registrar of Voters at the same time. The County Clerk/Registrar of Voters counts each signature on the petition and forwards that number to the Secretary of State. This is known as the "raw count" NRS 293.12758 and NRS 293.1276.

Time frame: The County Clerk/Registrar of Voters must complete the raw count within two (2) days after submission of the petition, excluding Saturdays, Sundays, and holidays NRS 293.1276(1).

Step 2:
Based on the raw count information received from the County Clerk/Registrar of Voters, the Secretary of State determines whether the number of signatures is 100% or more of the number needed. If the raw count indicates that the petition contains less than 100% of the signatures needed, the Secretary of State notifies the person who submitted the petition that it fails, and no further action will be taken on the petition. If the raw count indicates that the petition contains 100% or more of the number of signatures required, the Secretary of State notifies the County Clerk/Registrar of Voters NRS 293.1276 and NRS 293.1277(1).

Time frame: Immediately after the Secretary of State receives the raw count from all the counties, the Secretary of State determines if the petition contains the number of signatures needed to proceed to the signature verification process NRS 293.1277(1).

Step 3:
If the Secretary of State notifies the County Clerk/Registrar of Voters that the petition contains 100% or more of the number of signatures required, the County Clerk/Registrar of Voters will verify the signatures. The County Clerk/Registrar of Voters must allow the person who submitted the petition or a member of the petitioner's committee to witness the signature verification. If more than 500 names have been submitted, the County Clerks/Registrar of Voters will randomly sample 500 or 5% of the signatures, whichever is greater. When verifying the signatures on a petition, the county clerk may check the signature of the person who signed the petition against all signatures of the person available in the records of the county clerk. Upon completing the examination, each County Clerk/Registrar of Voters will transmit the documents with a certificate showing the results of his or her examination to the Secretary of State. The County Clerk/Registrar of Voters will also notify the Secretary of State of requests to remove a name from the petition NRS 293.1277(2)(4).

Time frame: Signature verification must be completed within three (3) days after notification from the Secretary of State, excluding Saturdays, Sundays, and holidays NRS 293.1277(1).

Determination of Sufficiency

The Secretary of State determines whether or not the petition is sufficient based on the County Clerks'/Registrars of Voters certified results of the signature verification.

If the Secretary of State finds that the number of valid signatures is less than 100% of the number of registered voters required to declare the petition sufficient (or less than 90% if the verification was conducted pursuant to a random sampling):

Result: The petition fails to qualify, and the Secretary of State shall immediately notify the petitioners and the County Clerks/Registrars of Voters. No further action is taken regarding the petition NRS 293.1278(1).

If the Secretary of State finds that the number of valid signatures is equal to or greater than 100% of the number of registered voters required to declare the petition sufficient plus the total number of requests to remove a name:

Result: The petition is deemed qualified as of the date the Secretary of State receives the final certificates of results. The Secretary of State immediately notifies the County Clerks/Registrars of Voters and the petitioners NRS 293.1278(2).

If the signature verification was conducted pursuant to a random sampling of the greater of 500 signatures or 5% of the total signatures contained on the petition, and the Secretary of State finds the number of valid signatures is 90% or greater, but less than 100% of the required number of registered voters needed to declare the petition sufficient plus the total number of requests to remove a name:

Result: The Secretary of State directs the County Clerks/Registrars of Voters to reexamine the signatures. The County Clerks/Registrars of Voters will verify each signature on the petition to determine whether 100% or more of the required number of voters signed the petition NRS 293.1279(1). The County Clerks/Registrars of Voters must complete this process within five (5) working days after receiving the order of the Secretary of State. After completing the reexamination of signatures, the County Clerks/Registrars of Voters will forward an amended certificate of results to the Secretary of State NRS 293.1279(1).

Filing an Appeal

If a petition for a minor party qualification fails for lack of signatures, the person who submitted the petition may contest the signature verification by filing an appeal with the Secretary of State. The appeal must:

- Be filed within five (5) working days after receipt of the Secretary of State's determination of insufficiency;
- Include the reason(s) for the appeal; and
- Include a statement of the number of signatures, if any, that the County Clerk/Registrar of Voters determined were invalid.

The Secretary of State will consider the allegations and conduct an investigation, if necessary. If the Secretary of States agrees with the persons who filed the appeal, he/she will order the County Clerk/Registrar of Voters to recertify the petition to include all contested signatures which the Secretary of State determines are valid as verified signatures.

If the Secretary of State does not agree with the persons who filed the appeal, he/she will notify that person and the County Clerk/Registrar of Voters that the petition remains insufficient. If the Secretary of State is unable to make a decision on the appeal based upon the documents submitted, he/she may order the County Clerk/Registrar of Voters to re-verify the signatures.

The decision of the Secretary of State is a final decision for the purposes of judicial review. The decision of the Secretary of State may be appealed, but only in the First Judicial District Court in Carson City, Nevada NRS 293.12793 and NRS 293.12795.

Court Challenges

The qualification of a minor political party to place the names of candidates on the ballot may be challenged in court. If such a challenge is filed, all affidavits and supporting documents must be filed by 5 p.m. on the second Monday in June, in the First Judicial District Court in Carson City, Nevada. Any judicial proceeding resulting from the challenge must be set for hearing not more than five (5) days after the second Monday June. The district court must give priority to such proceedings over all other matters pending with the court, except for criminal proceedings. NRS 293.174.

Procedure for Continued Existence as a Minor Party

Any minor political party whose candidates for partisan office do not appear on the ballot for the General Election must file a Notice of Continued Existence with the Secretary of State's office not later than the second Friday in August preceding the general election. If a minor political party that does not have ballot access fails to file a Notice of Continued Existence by the deadline, it ceases to exist as a minor political party in Nevada NRS 293.171(5)(6).

Maintaining Ballot Access

A minor political party will maintain ballot access for the general election, if:

- At the last preceding general election, the minor political party received for any of its candidates 1% or more of the total votes cast for the offices of Representative in Congress NRS 293.1715(2)(a);
- The Nevada Congressional District Map can be located on the Nevada Legislature's website at: https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2021/
- On January 1, preceding a primary election, at least 1% of the total number of registered voters in Nevada have designated the minor political party on applications to register to vote NRS 293.1715(2)(b);

If a minor political party meets either of these requirements, it will not have to petition to maintain ballot access for the general election.

CHAPTER 19
RECALL PETITIONS

TABLE OF CONTENTS

General Information 546
Filing a Notice of Intent to Recall a Public Officer 546
Completing the Notice of Intent 546
Filing a Notice of Intent 547
Petition Circulation Limitations 547
Recall Petition Requirements for Recall Committees 547
Recall Petition 548
How to Determine Number of Signatures Required 548
Who May Sign the Petition? 549
Misrepresenting Content of Petition or Notice of Intent 549
Submitting a Petition 549
Does the Circulator Have to be a Registered Voter? 549
Petition Format 550
Removal of Signatures 551
Can a Person's Name be Removed from the Petition? 551
After Signature Verification is Complete: 552
Determining Sufficiency 552
Petition Signature Disposition 553
When is a Special Election Held? 553
Can Anyone Run Against the Public Officer Being Recalled? 553
Filing the Petition to Nominate Other Candidates 553
Are Nominating Petitions Required to be Submitted for Signature Verification? 553
How Does a Nominated Person Accept the Nomination? 554
May a Candidate Withdraw His / Her Candidacy? 554
What Happens if the Public Officer to be Recalled Resigns? 554
Failed Recall Petition 554
May the Legal Sufficiency of the Petition be challenged? 555
Case Caption 555
What Happens Upon Conclusion of the Hearing? 555
Special Elections 556
The Call for a Special Election 556
Special Election Ballot 556
Conducting a Special Election 556
Election Results & Certification 557
Recall Contribution & Expenses 557

Prior to Petition Verification 557
Sufficient Petition / Special Election Called 557
Insufficient Petition / No Special Election 558
Court Hears Challenge to Petition 558

RECALL PETITIONS

General Information

Elected public officers in the State of Nevada are subject to recall from office by the registered voters of the state, county, district, or municipality from which they were elected Nev. Const. Art. 2, Sec. 9. Judges, including municipal, district court, and appeals court judges and Justices of the Supreme Court, are not subject to recall and are instead removed through impeachment Nev. Const. Art. 7, Sec. 1-3. United States Senators and members of the House of Representatives also are not subject to recall.

A person who is appointed to an elective office is subject to recall in the same manner as a person who is elected to that office Nev. Const. Art. 2, Sec. 9; NRS 306.020(1).

Filing a Notice of Intent to Recall a Public Officer

Before a petition to recall a public officer is circulated, the persons proposing to circulate the petition must file a notice of intent with the proper filing officer NRS 306.015(1). The proper filing officer is that officer with whom the public officer to be recalled filed his or her declaration of candidacy: the County Clerk/Registrar of Voters, City Clerk, or Secretary of State.

The Secretary of State prescribes the form entitled "Notice of Intent to Recall a Public Officer" pursuant to NRS 293.247(2). You may obtain the form by contacting the filing officer or the Secretary of State's office, or by visiting the Secretary of State's website at http://www.nvsos.gov. The form is also provided in the Appendix.

A notice of intent may not be filed against a public officer within the first six (6) months of his/her term regardless of whether the official is in his/her first term or a subsequent term. The only exception is that a petition may be filed against a State Senator or State Assemblyman any time after ten (10) days from the beginning of the first session after his/her election Nev. Const. Art. 2, Sec. 9; NAC 306.005.

After one recall petition has been filed and a special election held, no further recall petitions shall be filed against the same public officer during the term for which he/she was elected unless petitioners pay for the expense of the preceding special election pursuant to Nev. Const. Art. 2, Sec. 9. If a petition fails to qualify, another notice of intent may be filed at any time.

Completing the Notice of Intent

For statewide office holders, three registered voters who actually voted in Nevada at the election at which the public officer was elected and who currently reside in Nevada must sign the notice of intent. For public officers who do not hold statewide office, three registered voters who actually voted in the county, district, or municipality electing the public officer at the election during which the public officer was elected and who currently reside in that county, district, or municipality must sign the notice of intent NRS 306.015(2)(a)(2).

The notice of intent must be signed before a notary public authorized by law to administer oaths that the statements and signatures contained in the notice are true NRS 306.015(2)(b).

Filing a Notice of Intent

- Within one (1) day after the notice of intent is filed, the filing officer shall deliver a copy of the notice of intent to the Secretary of State NAC 306.007(2).
- Within two (2) days after the notice of intent is filed, the filing officer shall notify, in writing, the public officer sought to be recalled NAC 306.007(1).
- If the filing officer is not the county clerk, the filing officer shall also notify the county clerk, in writing, within two (2) days after the notice of intent is filed NAC 306.007(1).

Petition Circulation Limitations

It is unlawful to intimidate voters or interfere with the conduct of an election. It is a crime to solicit signatures for any petition inside a polling place or within 100 feet of the entrance to a building in which a polling place is located NRS 293.710; NRS 293.740(1) & (4)(f); NRS 293.361; NRS 293C.361.

At each building open to the general public and occupied by the government of this state or a political subdivision or agency of this state, except a public elementary or secondary school, an area must be made available for the use of any person to gather signatures on a petition at any time the building is open to the public. The area designated for the gathering of signatures may be inside or outside the building, but the area designated must be reasonable. Before a person may use the designated area, he/she must notify the public officer in control of the operation of the building of the dates and times he/she intends to use the area to gather signatures NRS 293.127565.

Recall Petition Requirements for Recall Committees

A “committee for the recall of a public officer” is defined as any organization that:

- Files a notice of intent to circulate a recall petition;
- Receives any contributions or makes any contributions to candidates or persons; or
- Makes any expenditures that are designed to affect the recall of a public officer NRS 294A.006.

Each committee for the recall of a public officer must register a Recall Committee with the Secretary of State NRS 294A.250 after the notice of intent has been filed or on the date the committee first receives a contribution or makes an expenditure over $100.00. The Secretary of State recommends the Recall Committee registration be filed within ten days of the notice of intent filing. A registration form is provided in the Appendix.

Each committee for the recall of a public officer must file two Contributions and Expenses (C&E) reports with the Secretary of State. The Recall Committee will need to set up an Aurora account to be able to file their Recall C&E reports. The first Recall C&E is due 48 days after the notice of intent was filed for signature verification. The second Recall C&E is due 93 days after the notice of intent was filed for signature verification NRS 294A.270; NRS 294A.280. If the recall committee is late in filing the required C&E reports, penalty fees will accrue per NRS 294A.420(3).

To access the online filing system and set up an Aurora Campaign Finance Account:

- Visit the website of the Secretary of State: www.nvsos.gov.
- Select the Campaign Finance button from the homepage to be directed to Aurora Campaign Finance.

Recall Petition

The filing officer will inform the persons filing the notice of intent of the number of signatures required and the potential cost of signature verification. The petition must contain the signatures of not less than 25% of the number of persons who actually voted in the state, county, district, or municipality, which the public officer represents, at the election in which he/she was elected Nev. Const. Art. 2, Sec. 9. Only registered voters who actually voted in the election in which the subject of the recall was elected may sign a petition to recall Nev. Const. Art. 2, Sec. 9.

Petitions requiring signatures from each of the four congressional districts can locate the Nevada Congressional District Map on the Nevada Legislature's website at: https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2021/.

The requisite number of signatures is determined by calculating 25% of the voter turnout in the relevant political division at the election in which the officer was elected, not 25% of the votes cast for the specific office. As the Nevada Supreme Court has explained, the Nevada Constitution provides that 25% of the voters who cast votes in the relevant geographical area (the state, county, district, or municipality that elected the officer) constitutes the requisite number of signatures for a recall petition.

For the purposes of recall, a public officer who was appointed to fill a vacancy in an elective office is deemed to have been elected to that office at the same election at which the appointed officer's predecessor was elected NRS 306.020(2)(b).

How to Determine Number of Signatures Required

Statewide Office Example:
1,023,617 voters participated in the 2022 General Election
1,023,617 x 25% = 255,904 signatures required

County Office Example:
Storey County – 2,575 voters participated in the 2022 General Election
2,575 x 25% = 644 signatures required

Who May Sign the Petition?

Only registered voters who actually voted in the election in which the subject of the recall was elected may sign a petition to recall Nev. Const. Art. 2, Sec. 9.

The County Clerk/Registrar will disregard any signature not signed in ink NRS 293.12758(4).

Misrepresenting Content of Petition or Notice of Intent

Any person who misrepresents the intent or content of a petition for the recall of a public officer is guilty of a felony NRS 306.210.

Submitting a Petition

NRS 306.015(3)(a) requires that on or before the 48th day after the date on which the notice of intent was filed, the persons who filed the notice of intent must submit to the filing officer all signatures collected during the first 45 days of the circulation of the petition.

Within 90 days of filing the notice of intent, the persons who signed the notice of intent must submit the petition to the filing officer under NRS 306.015(3)(b). The submitted petition must include all signatures collected beginning on the 46th day after the date on which the notice of intent was filed and ending on the date of the submission of the petition. The filing officer shall not submit the petition to the county clerk for signature verification pursuant to NRS 306.035, unless the persons filing the notice of intent **deposit in advance the estimated costs of the signature verification** with the filing officer, including, without limitation, the estimated costs for the Secretary of State and the county clerk of each county from which signatures were gathered to perform the signature verification requirements set forth in NRS 293.1276 to NRS 293.1279, inclusive. If more than one document was circulated, all the documents must be submitted to the filing officer at the same time.

Once the costs for signature verification has been received, the filing officer shall then, immediately submit the petition to the County Clerk/Registrar for signature verification NRS 306.015(3)(b).

Even if the petition does not have enough signatures, the petition must still be filed with the filing officer within the 90-day period. Failure to file the petition as required is a misdemeanor NRS 306.015(4).

Does the Circulator Have to be a Registered Voter?

No. Pursuant to the U.S. Supreme Court ruling and an opinion issued by the Nevada Attorney General, the circulator is no longer required to be a registered voter.

Petition Format

A petition does not need to be filed with the filing officer, prior to circulating for signatures. The petition may consist of more than one document, but all documents must be bound together NRS 306.030(1); NAC 293.182. All documents must be submitted at the same time NRS 306.035.

Each petition must:

- Include the phrase "Recall Petition" at the top of each page and immediately above the signature line, in at least 10-point bold type NRS 306.020(4)(d)
- On each page, have the designation: "Signatures of registered voters seeking the recall of [name of public officer for whom recall is sought]" on each page NRS 306.020(4)(f)
- On each page, bear the name of a county, together with the name of the district or the municipality if applicable NRS 306.030(1)
- In less than 200 words, set forth the reasons why the recall is demanded Nev. Const. Art. 2, Sec. 9; NRS 306.020(4)(a)
- Contain a statement of the minimum number of signatures necessary for a valid petition NRS 306.020(4)(c)
- Contain the date that the notice of intent was filed NRS 306.020(4)(e)
- Be sequentially numbered on each page of each document, including blank pages. The County Clerk/Registrar cannot accept a petition unless each page of the petition is numbered NRS 293.12758(3); NRS 306.030(1); NAC 293.182(3)
- In each document, contain sequentially numbered spaces for the name of each person who signs the document, the signature of the person signing, the address where the person actually resides, the name of the county where the person who signs is registered to vote, and the date of the signature NRS 306.020(4); NAC 293.182(1)(a)
- In each document, contain an affidavit of the person who circulated the document. The affidavit must appear on the last page of each document and be signed before a person authorized by law to administer oaths in the State of Nevada (a notary public) NAC 293.182(2)(b)(2).
- Each signature on the petition must be printed and signed in ink. The County Clerk/Registrar will disregard any signature that is not signed in ink NRS 293.12758(4).

The Secretary of State does not approve the legality of the petition language or the petition form.

A person shall not misrepresent the intent or content of a petition for recall. A person who violates this provision is guilty of a category E felony and shall be punished as provided in NRS 193.130 and NRS 306.025.

The County Clerks/Registrars count the total number of signatures on the petition and forward that number to the Secretary of State NRS 293.1276. This is the "raw count."

Time frame: The County Clerks/Registrars must complete the raw count within four (4) working days after receipt of the petition NRS 293.1276(1).

If the Secretary of State notifies the County Clerks/Registrars that the petition contains a sufficient number of signatures, the County Clerks/Registrars begin the verification process. County Clerks/Registrars verify signatures as follows:

- If the petition is for the recall of an official who does not hold a statewide office, every signature must be verified NRS 293.1277(4).
- If the petition is for the recall of a statewide officeholder, the County Clerks/Registrars shall examine the signatures by selecting them at random for verification. The sample must include an examination of at least 25% of the signatures NRS 293.1277(2).

Upon completing the examination, each County Clerk/Registrar transmits a certificate of the results of the examination to the Secretary of State. The County Clerks/Registrars shall also notify the Secretary of State of requests to remove a name from the petition NRS 293.1277(8).

Time frame: The County Clerks/Registrars must complete signature verification within twenty (20) working days after notification by the Secretary of State NRS 293.1277(1).

Removal of Signatures

Can a Person's Name be Removed from the Petition?

Before the Petition is Submitted for Signature Verification:

A person may request that the County Clerk/Registrar remove his/her name from the petition by submitting a request in writing to the County Clerk/Registrar at any time **before** the petition is submitted for the verification of the signatures NRS 306.015(5). A person who signs a petition to recall may request the filing officer to strike the person's name from the petition on or before the date that is the later of: (a) Ten days, excluding Saturdays, Sundays, and holidays, before the verification of signatures is complete NRS 306.040(2); or (b) The date a timely complaint challenging the petition is filed pursuant to NRS 306.040(6) in district court.

Requests to strike a signature from a recall petition may be transmitted to the Secretary of State, Elections Division, by fax machine at (775) 684-5718 or via mail to 101 North Carson Street, Suite 3, Carson City, Nevada 89701.

After Signature Verification is Complete:

A person who signs a recall petition may submit a written request to the Secretary of State to strike his/her signature from the petition. (The person may not request that another person's name be stricken from the petition.) The person seeking to have his/her signature stricken from the petition must demonstrate good cause therefore, and he/she must sign the written request NRS 306.040(2); NAC 306.010.

Determining Sufficiency

The Secretary of State determines whether or not the petition is sufficient based on the County Clerks/Registrars' certified results of the signature verification.

If the Secretary of State finds that the number of valid signatures is less than 100% of the number of registered voters required to declare the petition sufficient (or less than 90% if the verification was conducted pursuant to a random sampling of a statewide office):

Result: The petition fails to qualify, and the Secretary of State immediately notifies the petitioners and the County Clerks/Registrars. No further action is taken NRS 293.1278(1).

If the Secretary of State finds that the number of valid signatures, not including those who requested their signature to be removed before verification is equal to or greater than 100% of the number of registered voters required to declare the petition sufficient:

Result: The petition is deemed qualified as of the date the Secretary of State receives the final certificates of results. The Secretary of State immediately notifies the County Clerks/Registrars, the petitioners, and the public officer who is the subject of the petition NRS 293.1278(2) & (3); NRS 306.040(1).

If the signature verification was conducted pursuant to a random sampling of the greater of 500 signatures or 25% of the total contained on the statewide petition, and the Secretary of State finds the number of valid signatures, not including those who requested their signature to be removed before verification is 90% or greater, but less than 100% of the required number of registered voters needed to declare the petition sufficient:

Result: The Secretary of State directs the County Clerks/Registrars to reexamine the signatures for verification. The County Clerks/Registrars will reexamine the signatures for verification until the earlier of: (a) Determining that the number of valid signatures is 100% of the number needed to declare the petition sufficient; or (b) Examining all the signatures on the petition. If the public officer sought to be recalled holds a statewide or multi-county office and the number of valid signatures in a particular county fall below a certain threshold, the Secretary of State may require the Clerk/Registrar of that County to examine every signature NRS 293.1279(1)-(2).

The County Clerks/Registrars must complete this process within twelve (12) working days after receiving the order of the Secretary of State NRS 293.1279(3).

After completing the reexamination of signatures for verification, the County Clerks/Registrars will forward an amended certificate of results to the Secretary of State NRS 293.1279(4).

Petition Signature Disposition

All signatures gathered for any statewide or multicounty petition identified in NRS 293.1277 must be transmitted to the Secretary of State upon completion and disposition of the petition.

For any petition containing signatures which are required to be verified pursuant to the provisions of NRS 306.015 for any county, district, or municipal office within one county, the county clerk shall not transmit the documents containing the signatures of the registered voters to the Secretary of State NRS 293.1277(10).

When is a Special Election Held?

The filing officer will issue a call for a special election in the jurisdiction represented by the public officer to be recalled not sooner than twenty (20) days nor more than thirty (30) days after the Secretary of State gives notification that the petition is sufficient unless a court complaint has been filed. The special election must be held within thirty (30) days after the filing officer issues the call Nev. Const. Art. 2, Sec. 9; NRS 306.040(4).

Can Anyone Run Against the Public Officer Being Recalled?

Yes. A person may be nominated as a candidate for the office through the petition process. The nominating petition must be signed by registered voters of the state, county, district, or municipality where the election is to be held. The nominating petition must contain signatures equal in number to 25% of the number of registered voters who voted in the State, or in the county, district or municipality holding the election at which the public officer sought to be recalled was elected. The petition may consist of more than one document, but each document must bear the name of only one county and be signed only by the registered voters of that county NRS 306.110(1).

Filing the Petition to Nominate Other Candidates

The nominating petition must be filed with the filing officer at least twenty (20) days before the special election. The “filing officer” is the officer with whom the recall petition was filed, and is the same officer with whom the subject of the recall filed his/her declaration of candidacy NRS 306.110(2); NRS 306.015(1).

Are Nominating Petitions Required to be Submitted for Signature Verification?

Yes. Each document of the nominating petition must be submitted for signature verification pursuant to NRS 293.1276 to 293.1279 to the County Clerk/Registrar of the county named on the document NRS 306.110(2).

How Does a Nominated Person Accept the Nomination?

Each candidate who is nominated for office must file a declaration of candidacy and pay the fee required at least twenty (20) days before the date of the special election NRS 306.110(3); NRS 293.193.

May a Candidate Withdraw His / Her Candidacy?

Yes, but the candidate must present a written withdrawal of candidacy in person to his/her filing officer not later than nineteen (19) days before the special election NAC 306.050.

What Happens if the Public Officer to be Recalled Resigns?

If a public officer who is subject to a recall petition resigns his or her office, this must be done before the call (public notice) for a special election is issued. The official with whom the petition to recall is filed shall cease any further proceedings regarding the petition; a vacancy occurs in that office; and the vacancy thereby created must be filled in the manner provided by law. After the call for a special election is issued, the special election must be conducted. NRS 306.045(1). If the public officer resigns his or her office after the call is issued, the special election will be conducted NRS 306.045(2).

Failed Recall Petition

If the Secretary of State determines that the total number of signatures certified by the County Clerks/Registrars is less than the number needed to make the petition sufficient, the person who submitted the petition may contest the signature verification by filing an appeal with the Secretary of State. The appeal must:

- Be filed within five (5) working days after receipt of the Secretary of State's determination of sufficiency;
- Include the reasons for appeal; and
- Include a statement of the number of signatures, if any, that the County Clerk or Registrar determined were invalid.

If the persons submitting the petition file an appeal contesting the signature verification, the Secretary of State will consider the allegations in the appeal and conduct an investigation, if necessary. The Secretary of State shall also immediately notify the public officer.

If the Secretary of State agrees with the persons who filed the appeal, he/she will direct the County Clerk/Registrar to recertify the petition to include all contested signatures that the Secretary of State determines are valid and should be verified.

If the Secretary of State does not agree with the persons who filed the appeal, he/she will notify the County Clerk/Registrar and the persons filing the appeal that the petition remains insufficient.

If the Secretary of State is unable to make a decision on the appeal based upon the documents submitted, he/she may order the County Clerk/Registrar to re-verify the signatures.

The decision of the Secretary of State is a final decision for the purposes of judicial review. The decision of the Secretary of State may be appealed, but only in the First Judicial District Court in Carson City, Nevada NRS 293.12793 to NRS 293.12795.

May the Legal Sufficiency of the Petition be challenged?

Yes. The legal sufficiency of the petition may be challenged by filing a complaint in district court.

The complaint must:

- Be filed in district court not later than fifteen (15) working days after the Secretary of State's notification that the petition is sufficient; and
- Contain all affidavits and documents in support of the challenge NRS 306.040(6).

Case Caption

The case caption for each complaint to challenge the legal sufficiency of the recall petition must name as the plaintiff in the case the public officer who is the subject of the recall petition. The complaint must name as defendants in the case the officer with whom the petition was filed, in his/her official capacity, and the three registered voters who signed the notice of intent, as real parties in interest NAC 306.040.

What Happens Upon Conclusion of the Hearing?

- If the court determines that the petition is sufficient, it shall order the filing officer to issue the call for a special election.
- If the court determines that the petition is not sufficient, it shall order the filing officer to cease further action regarding the petition NRS 306.040(7).

Special Elections

The Call for a Special Election

- The filing officer issues the call between twenty (20) and thirty (30) days after the Secretary of State's notification of sufficiency unless a court complaint has been filed. The special election is held within thirty (30) days after the call. If the filing officer is a County Clerk/Registrar or a City Clerk, he/she will notify the Secretary of State in writing of the date he/she will issue the call and the date the special election will be held pursuant to NAC 306.025; Nev. Const. Art. 2, Sec. 9; NRS 306.040(4); NAC 306.025.
- The call must include, without limitation: (a) The last day of registration in order to vote in the special election, and (b) The last day for filing a nominating petition NRS 306.040(5).

Special Election Ballot

- The public officer who is the subject of the recall is entitled to furnish the officer's justification of his/her course in office. If the officer furnishes such a justification, it must be printed on a sample ballot that is presented to voters when they appear to vote if a mechanical voting system is used. The petitioners' reason for demanding the recall must also be printed on the ballot or sample ballot in the same manner, verbatim as set forth in the recall petition Nev. Const. Art. 2, Sec. 9; NRS 306.060.
- If there are no other candidates nominated to be voted on at the special election, there must be printed on the ballot: (a) The public officer's name and office; and (b) The words "For Recall" and "Against Recall" NRS 306.070(1).
- If there are other candidates to be voted on, there must be printed on the ballot: (a) The public officer's name and office; and (b) The candidate(s) name(s). In addition, the words "For Recall" and "Against Recall" are omitted NRS 306.070(2).
- In all other respects, the ballot must conform to the requirements of the election laws contained in Title 24 of the Nevada Revised Statutes NRS 306.070(3).

Conducting a Special Election

- Any special recall election must be conducted pursuant to the provisions of: (a) Chapter 293 of NRS for primary and general elections; and (b) Chapter 293C of NRS for primary city elections and general city elections NRS 306.120.
- The general election laws of this state, as applicable, shall apply to all elections for recall of a public officer held under Chapter 306 of the Nevada Revised Statutes NRS 306.130.

Election Results & Certification

- On or before the tenth (10th) working day after a special election, the board of county commissioners or the city council and mayor shall open the returns of the votes and canvass the returns.
- Upon completion of the canvass of returns, the governing body of the county or city shall declare the results of the canvass.
- The county or city clerk shall certify the abstract and transmit a copy of the certified abstract and the mechanized report of the abstract to the Secretary of State NRS 293.393; NRS 293C.387; NRS 306.120; NRS 306.130.

Recall Contribution & Expenses

There are Contributions and Expenses reporting requirements relative to Recall Committees and candidates who may run against the subject of a recall in a Special Election. Below are the reporting requirements.

Pursuant to NRS 294A.120, 294A.200, 294A.270 and 294A.280, reports of Contributions and Expenses are required to be filed electronically with the Secretary of State at www.nvsos.gov.

Prior to Petition Verification

Each committee must file two (2) reports:

- Report #1 – Due 48 days after notice of intent is filed.
  - Period: From day 1 to 45 days after filing the notice of intent or the date the committee first receives a contribution or makes an expenditure over $100 NRS 294A.280(1)(a).

- Report #2 – Due 93 days after notice of intent is Filed.
  - Period: From day 46 to 90 days after filing the Notice of Intent NRS 294A.280(1)(b).

Sufficient Petition / Special Election Called

Each committee must file three (3) reports NRS 294A.280(1)(c)-(e):

- Report #1 - Due four (4) days before beginning for early voting for the Special Election
  - Period: From filing notice of intent through five (5) days before Special Election.

- Report #2 - Due four (4) days before the Special Election:
  - Period: From four (4) days from the beginning of early voting by personal appearance, through five (5) days before the Special Election.

- Report #3 - Due thirty (30) days after the Special Election:
  - Period: From filing notice of intent through thirty (30) days after the expiration of the notice of intent.

Insufficient Petition / No Special Election

If a petition is not submitted to the filing officer before the expiration of the notice of intent, or is otherwise legally insufficient when submitted to the filing officer pursuant to chapter 306 of NRS, the committee must file one (1) report:

- Report #1 - Due not later than thirty (30) days after the expiration of the notice of intent
  - Period: From filing notice of intent through thirty (30) days after the expiration of the notice of intent NRS 294A.270(2).

Court Hears Challenge to Petition

If a court determines no Special Election will be held, the committee must file one (1) report:

- Report #1 - Due no later than thirty (30) days after the court determines no election will be held
  - Period: From date notice of intent is filed through date of court's order NRS 294A.270(3)(b).

CHAPTER 20
INITIATIVE & REFERENDUM PETITIONS

TABLE OF CONTENTS

What are Initiatives & Referendums? 560
Does Every Petition Use the Same Process or Timeline to Qualify? 560
Petition Identifier Disclaimer 560
Statewide Initiative Petition 561
- Propose a New State Statute or Amend an Existing State Statute 561
- Important Dates to Propose a New State Statute or Amend an Existing State 562
- Amend the Nevada Constitution 562
- Important Dates to Amend the Nevada Constitution 563

Statewide Referendum Petition 564
- Approve or Disapprove a Current State Law 564
- Important Dates to Approve or Disapprove a Current State Law 565

Statewide Initiative & Referendum Petitions 565
- Verification Process 565
- Determination of Sufficiency 566
- Petition Signature Disposition 567

County & Municipal 568
- Submitting a Petition 568
- Petition Signature Verification Process 569
- Review of Petition by Board or Council 569
- Petition Signature Disposition 570

Removal of Signatures 570
Statewide Initiative & Referendum Petitions 570
- Filing an Appeal 570

Questions on the Ballot 571
Statewide Measures Proposed by Petition 571
County Measures Proposed by Petition 572
City Measures Proposed by Petition 572
Political Action Committee (PAC) Petitions 573
Special Note on Petition Circulation Expenditures 574
Contribution & Expenses (C&E) Reporting Dates 574
Petition Notes 574

INITIATIVE & REFERENDUM PETITIONS

What are Initiatives & Referendums?

Initiatives are a device by which voters enact state or local laws. Referendums are a device by which voters approve or disapprove of existing state or local laws. They are both methods of involving voters directly in the legislative process of government.

Specifically, an *initiative* petition can do one of the following:

- Propose a new state statute;
  - Amend an existing state statute;
- Amend the Nevada Constitution;
  - Propose a new county or municipal ordinance; or
- Amend an existing county or municipal ordinance

A *referendum* petition can only approve or disapprove a statute, resolution, or ordinance that was enacted by the State Legislature, Board of County Commissioners, or City Council.

Does Every Petition Use the Same Process or Timeline to Qualify?

No. The process and timelines are different, depending on the type of petition. Whatever the petition may be proposing, amending, approving, or disapproving, there are certain processes and timelines that must be complied with in order for the petition to succeed.

Pursuant to NRS 295.015(1)(b), requires a person who intends to circulate a statewide initiative or referendum petition to provide certain information to the Secretary of State's office prior to collecting signatures. The information required to be provided includes the name and signature of the person filing the petition, the names of up to three individuals who are authorized to withdraw or amend the petition, and the name of the Political Action Committee (PAC) formed to advocate for the passage of the petition. This information must be submitted on a form at the same time as a copy of the petition is filed with the Secretary of State's office.

Petition Identifier Disclaimer

The Secretary of State's Office will prescribe a petition identifier to each petition upon submission.

Example: C-01-2021, S-01-2021, R-01-2021:
(C=Constitutional, S=Statutory, R=Referendum; 01= the number sequence of Petitions filed; 2021=the year the Petition is filed).

Petitions should **not** include a descriptive title in the petition [e.g. The Lake Tahoe Second Amendment Advocates or Gas Tax Be Gone, etc.] Those that include descriptive language will need to be amended and resubmitted.

Statewide Initiative Petition

Propose a New State Statute or Amend an Existing State Statute

Prior to circulating a statewide initiative or referendum petition, certain information is required to be submitted to the Secretary of State's office prior to collecting signatures. The information required to be provided includes the name and signature of the person filing the petition, the names of up to three individuals who are authorized to withdraw or amend the petition, and the name of the Political Action Committee (PAC) formed to advocate for the passage of the petition. This information must be submitted on a form at the same time as a copy of the petition is filed with the Secretary of State's office NRS 295.015.

Prior to circulating a petition for signatures, a copy of the petition, including a 200 word or less description of the effect of the petition, must be filed with the Secretary of State. Each petition may embrace only a single subject and matters necessarily connected therewith and pertaining thereto NRS 295.009.

To qualify for inclusion on the ballot, a petition must be signed by a minimum number of registered voters. The number of valid signatures required is 10% of the voters who voted in the State at the last preceding general election. Additionally, these signatures must be gathered from each of Nevada's four petition districts. The Initiative and Referendum Petition Districts are the same as the Nevada districts for the U.S. House of Representatives. These were recently updated to reflect changes based on 2020 Census data.

The Nevada Congressional District Map can be located on the Nevada Legislature's website at: https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2021/

Only registered voters of the county and petition district where the petition is circulated may sign the petition NRS 295.055. Also, petition circulators must sign the Affidavit of Circulator NAC 293.182; 295.020.

After a petition has been circulated for signatures, it must be submitted to the appropriate Clerk or Registrar of Voters in the county in which the petition was circulated. All documents must be submitted on the same day for signature verification. The County Clerk or Registrar of Voters shall issue a receipt to any person who submits a petition stating the number of documents and pages and the person's statement of the number of signatures contained on the petition. Once a petition is submitted for signature verification, it can no longer be circulated for signatures. A person who signed a petition may request to have his name removed any time before the petition is filed for signature verification by submitting his request in writing to the County Clerk or Registrar of Voters NV Const., Art. 19, Sec. 2(3), NRS 293.1276, 293.1277(4), 293.12758, 295.055(3), 295.056(1), and NAC 295.020.

If the petition is sufficient, the Secretary of State shall transmit the petition to the next legislative session as soon as it convenes. The petition shall be enacted or rejected by the legislature without change within 40 days. If the petition is enacted by the legislature and approved by the Governor, it shall become law.

If the legislature does not act upon or rejects the petition within 40 days, the Secretary of State shall submit the petition to a vote at the next general election. If the Legislature rejects a petition and proposes a different measure on the same subject, which the Governor approves, the measure proposed by the Legislature and approved by the Governor must be listed on the ballot along with the petition. If both the petition and the measure are approved by the voters, whichever receives the highest number of affirmative votes becomes law NV Const., Art. 19, Sec. 2(3), NRS 293.267(5), and 295.125.

Important Dates to Propose or Amend Nevada Revised Statute

Prior to circulating: A copy of the initiative petition proposing a statute or an amendment to a statute, must be filed with the Secretary of State's Office before beginning circulation and not earlier than January 1 of the year preceding the year in which a regular session of the Legislature is held NV Const., Art. 19, Sec.3.

After circulating: The circulated initiative petition must be submitted to the County Clerk or Registrar of Voters for verification of signatures not later than the 15th day following the general election NRS 295.056(2).

Amend the Nevada Constitution

Prior to circulating a statewide initiative or referendum petition, certain information is required to be submitted to the Secretary of State's office prior to collecting signatures. The information required to be provided includes the name and signature of the person filing the petition, the names of up to three individuals who are authorized to withdraw or amend the petition, and the name of the Political Action Committee (PAC) formed to advocate for the passage of the petition. This information must be submitted on a form at the same time a copy of the petition is filed with the Secretary of State's office NRS 295.015.

Prior to circulating a petition for signatures, a copy of the petition, including a 200 word or less description of the effect of the petition, must be filed with the Secretary of State. Each petition must embrace only a single subject and matters necessarily connected therewith and pertaining thereto NRS 295.009.

To qualify for inclusion on the ballot, a petition must be signed by a minimum number of registered voters. The number of valid signatures required is 10% of the voters who voted in the State at the last preceding general election. Additionally, these signatures must be gathered from each of Nevada's four petition districts.

Only registered voters of the county and petition district where the petition is circulated may sign the petition NRS 295.055. Also, petition circulators must sign the Affidavit of Circulator NAC 293.182 and 295.020.

After a petition has been circulated for signatures, it must be submitted to the appropriate Clerk or Registrar of Voters in the county in which the petition was circulated. All documents must be submitted on the same day for signature verification. The County Clerk or Registrar of Voters shall issue a receipt to any person who submits a petition stating the number of documents and pages and the person's statement of the number of signatures contained on the petition.

Once a petition is submitted for signature verification, it can no longer be circulated for signatures. A person who signed a petition may request to have his or her name removed any time before the petition is filed for signature verification by submitting a request in writing to the County Clerk or Registrar of Voters NV Const., Art. 19, Sec. 2(3), NRS 293.1277(4), 293.12758, 295.055(3), 295.056(1), and NAC 295.020(4).

If the petition is sufficient, the proposed amendment shall be placed on the ballot at the General Election for approval or disapproval by voters of the entire state. If the voters approve the amendment, the Secretary of State shall resubmit the question of approval or disapproval to a vote of the people at the following General Election. The language, description, arguments, and question number must be the same on both General Election ballots. If the question passes a second time (two General Elections), it becomes part of the Nevada Constitution upon certification of election results. If the question fails to pass a second time, no further action shall be taken NV Const., Art. 19, Sec. 2(4).

Important Dates to Amend the Nevada Constitution

Prior to circulating: A copy of the initiative petition proposing an amendment to the constitution, must be filed with the Secretary of State's Office before beginning circulation and not earlier than September 1 of the year preceding the year in which the election is to be held NV Const., Art. 19,Sec.2(4).

After circulating: The circulated initiative petition proposing a constitutional amendment must be submitted to the County Clerk or Registrar of Voters for verification of signatures not later than the 15th day following the primary election NRS 295.056(3).

Statewide Referendum Petition

Approve or Disapprove a Current State Law

Prior to circulating a statewide initiative or referendum petition, certain information is required to be submitted to the Secretary of State's office prior to collecting signatures. The information required to be provided includes the name and signature of the person filing the petition, the names of up to three individuals who are authorized to withdraw or amend the petition, and the name of the Political Action Committee (PAC) formed to advocate for the passage of the petition. This information must be submitted on a form at the same time as a copy of the petition is filed with the Secretary of State's office NRS 295.015.

Prior to circulating a petition for signatures, a copy of the petition, including a 200 word or less description of the effect of the petition, must be filed with the Secretary of State. Each petition must embrace only a single subject and matters necessarily connected therewith and pertaining thereto NRS 295.009.

To qualify for inclusion on the ballot, a petition must be signed by a minimum number of registered voters. The number of valid signatures required is 10 % of the voters who voted in the entire State at the last preceding general election.

Additionally, these signatures must be gathered from each of Nevada’s four petition districts.

Only registered voters of the county and petition district where the petition is circulated may sign the petition NV Const., Art. 19, Sec. 2(2) and all petition circulators must sign the Affidavit of Circulator NAC 293.182 and NAC 295.020.

After a petition has been circulated for signatures, it must be submitted to the appropriate Clerk or Registrar of Voters in the county in which the petition was circulated. All documents must be submitted on the same day for signature verification. The County Clerk or Registrar of Voters shall issue a receipt to any person who submits a petition stating the number of documents and pages and the person’s statement of the number of signatures contained on the petition. Once a petition is submitted for signature verification, it can no longer be circulated for signatures. A person who signed a petition may request to have his name removed any time before the petition is filed for signature verification by submitting his request in writing to the County Clerk/Registrar NV Const., Art. 19, Sec. 1(2), NRS 293.1277(4), 293.12758, 295.055(3), 295.056(1), and NAC 295.020.

If the petition is sufficient, it will be submitted to a vote of the people at the General Election. If the state law at issue is approved, it remains standing as the law of the state. If the state law at issue is disapproved, it becomes void and of no effect NV Const., Art. 19, Sec. 1.

Important Dates to Approve or Disapprove a Current State Law

Prior to circulating: A copy of the referendum proposing an amendment to State law, must be filed with the Secretary of State's Office prior to gathering signatures and not earlier than August 1 of the year before the year in which the election will be held NV Const., Art. 19, Sec.1(1).

After circulating: The circulated referendum must be submitted to the County Clerk or Registrar of Voters for verification of signatures not later than the 15th day following the primary election NRS 295.056(3).

Statewide Initiative & Referendum Petitions

Verification Process

Step 1:

All documents of a petition must be submitted to the appropriate County Clerk or Registrar of Voters at the same time. The County Clerk or Registrar of Voters counts each signature on the petition and forwards that number to the Secretary of State. This is the "raw count" NRS 295.056(5) and 293.1276.

Time frame: The County Clerk or Registrar of Voters must complete the raw count within 4 days after submission of the petition, excluding Saturdays, Sundays and holidays NRS 293.1276(1).

Step 2:

Based on the raw count information received from the County Clerk or Registrar of Voters, the Secretary of State determines whether the number of signatures is 100% of the number needed. If the raw count indicates that the petition contains less than 100% of the signatures required, the Secretary of State notifies the persons who submitted the petition and the County Clerk or Registrar of Voters that no further action is to be taken on the petition. If the raw count indicates that the petition contains 100% or more of the number of signatures required, the Secretary of State notifies the County Clerk or Registrar of Voters NRS 293.1276 and 293.1277(1).

Time frame: Immediately after receiving the raw count from all counties, the Secretary of State determines if the petition contains the number of signatures needed to declare the petition sufficient NRS 293.1276(2) and 293.1277(1).

Step 3:
If the Secretary of State notifies the County Clerk or Registrar of Voters that the raw count contains the number of signatures required, the County Clerk or Registrar of Voters shall verify the signatures. The Clerk or Registrar of Voters shall allow the person who submitted the petition or a member of the petitioner's committee to witness the signature verification. If 500 or less signatures have been submitted, the County Clerk or Registrar of Voters must examine and verify every signature on the petition. If more than 500 signatures have been submitted, the County Clerk or Registrar of Voters shall randomly sample 500 or 5% of the signatures, whichever number is greater. When verifying the signatures on a petition, the county clerk may check the signature of the person who signed the petition against all signatures of the person available in the records of the county clerk.

Upon completing the examination, each County Clerk or Registrar of Voters shall transmit the documents with a certificate showing the results of his examination to the Secretary of State. The County Clerk or Registrar of Voters shall also notify the Secretary of State of requests to remove a name from the petition NRS 293.1277(2)(5) and NAC 293.183.

Time frame: Signature verification must be completed within nine (9) days after notification by the Secretary of State, excluding Saturdays, Sundays, and holidays NRS 293.1277(1).

Determination of Sufficiency

The Secretary of State determines whether the petition is sufficient based on the County Clerk and/or the Registrar of Voters' certified results from the signature verification.

If the Secretary of State finds that the number of valid signatures is less than 90% of the number of registered voters required to declare the petition sufficient:

Result: The petition fails to qualify, and the Secretary of State shall immediately notify the petitioners and the County Clerk or Registrar of Voters. No further action is taken NRS 293.1278 (1).

If the Secretary of State finds that the number of valid signatures is equal to or greater than 100% of the number of registered voters required to declare the petition sufficient plus the total number of requests to remove a name and the petition has the minimum number of signatures required for each petition district:

Result: The petition is deemed qualified as of the date the Secretary of State receives the final certificates of results. The Secretary of State immediately notifies the County Clerk or Registrar of Voters and the petitioners. NRS 293.1278(2) and 295.055(3).

If the signature verification was conducted pursuant to a random sampling of the greater of 500 signatures or 5% of the total contained on the petition, and the Secretary of State finds the number of valid signatures is 90% or greater, but less than 100% of the required number of registered voters needed to declare the petition sufficient plus the total number of requests to remove a name and the petition has the minimum number of signatures required for each petition district:

Result: The Secretary of State directs the County Clerk or Registrar of Voters to reexamine the signatures for verification. The County Clerk or Registrar of Voters will verify each signature on the petition to determine whether 100% or more of the required number of voters signed the petition.

The County Clerk or Registrar of Voters must complete this process within twelve (12) working days, excluding Saturdays, Sundays, and holidays, after receiving the order of the Secretary of State.

After completing the reexamination of signatures for verification, the County Clerk or Registrar of Voters will forward an amended certificate of results to the Secretary of State NRS 293.1279, 293.1278(2), and 295.055(3).

Petition Signature Disposition

Have the requirements of NRS 293.1277 been completed?

- **No?** Do not mail signatures along with other documentation until the requirements have been completed.
- **Yes?** Continue to #2

Was the petition statewide or multi-county?

- **No?** Continue to #3
- **Yes?** Mail the signatures along with the other required documentation to the Secretary of State in Carson City.

County & Municipal

County and municipal initiative and referendum procedures are similar to those used by the state; however, there are some differences. The information provided below is taken from the Nevada Constitution, Title 24 of the NRS, and the NAC Election Regulations. Please contact the county or city in which the petition will be submitted to receive additional provisions (if any) on the petition process for that county or city. Please note that this information is for both county and city. County petition documents must be filed with the respective County Clerk or Registrar of Voters, and municipal petition documents must be filed with the respective City Clerk.

Submitting a Petition

Any five registered voters of the county or city may file with the Clerk an affidavit stating that they will constitute the petitioner's committee, be responsible for circulating the petition and filing it in the proper form. The affidavit must also contain the full text of the proposed initiative ordinance or cite the ordinance sought to be reconsidered NRS 295.095(1) and 295.205.

Each petition must embrace only a single subject and matters necessarily connected therewith and pertaining thereto NRS 295.009.

Initiative petitions must be signed by a number of registered voters that equals or exceeds **15%** of the voter turnout at the last general county election or the last city election NRS 295.095(2) and 295.205(2).

Referendum petitions must be signed by a number of registered voters that equals or exceeds **10%** of the voter turnout at the last general county election or the last city election NRS 295.095(3) and 295.205(3).

Please contact the appropriate county or city clerk to obtain voter turnout at prior county or city elections.

The contents of the petition must comply with the requirements of NRS 295.095 (county), NRS 295.205 (city), and NAC 295.020 (both county and city).

Please be advised of the additional requirements for county and city that are not provided in the Appendix for the Affidavit of Circulator.

Affidavits must also include the number of signatures contained within the document, and an affirmation that each signer had an opportunity before signing to read the full text of the measure pursuant to NRS 295.095(6) and 295.205(6).

Initiative and referendum petition documents must be submitted to the respective clerks for verification no later than 180 days after the date the affidavit was filed or 130 days before the election, whichever is earlier. A receipt containing the number of documents, pages, and declared signatures received shall be issued to the person who submitted the documents NRS 295.095(4)(7) and 295.205(4)(7).

Petition Signature Verification Process

Upon receipt of the petition, the County or City Clerk shall count the number of signatures submitted. This number is the raw count. If the raw count is less than 100% of the number of signatures required, then the petition is deemed insufficient. If the raw count indicates that the petition contains 100% or more of the total number of signatures required, then the Clerk shall begin signature verification NRS 295.250.

If the total number of signatures from the raw count is 500 or less, then the Clerk must examine and verify every signature on the petition. The Clerk shall allow the person who submitted the petition or a member of the petitioner's committee to witness the signature verification NRS 295.260(1), 295.290 and NAC 293.183.

If the total number of signatures from the raw count is more than 500, then the Clerk shall randomly sample 500 or 5% of the signatures, whichever is greater. If the examination of the random sample shows that the number of valid signatures is less than 90% of the number of signatures of registered voters needed, it shall be deemed insufficient. If the examination of the random sample shows that the number of valid signatures is 90% or more but less than 100% of the number of valid signatures needed, then the Clerk shall continue to verify the signatures. The Clerk shall continue to verify the signatures until he has examined every signature or has determined that 100% of the number of signatures needed is valid NRS 295.260(2)(5).

The Clerk has 20 days from receipt of the petition to conduct the signature verification process NRS 295.105(1) and 295.210(1).

Review of Petition by Board or Council

If the petition is deemed sufficient, the board or council shall promptly consider the ordinance in the manner provided by law. If the board or council fails to adopt the proposed ordinance without change in substance or fails to repeal the referred ordinance within 30 days after the date the petition was determined sufficient, it shall submit the proposed or referred ordinance to the registered voters in the form of a ballot question at the next general election (if a municipal initiative, the question will be voted upon at either the next general city election or general election) NRS 295.115, 295.215, and 295.009.

If the petition has been certified insufficient, the petitioner's committee may, within 2 days of receipt of a copy of the certificate, file a request that it be reviewed by the board/council. The board/council will review the certificate at their next meeting and will approve or disapprove the certificate. The board/council's determination will be the final determination of the sufficiency of the petition. However, the final determination is subject to judicial review NRS 295.105(3)(4) and 295.210(3)(4).

Petition Signature Disposition

The petition was only applicable to your county or jurisdiction, but was the petition a petition for qualification as an independent candidate for office, a petition to recall a public officer, or a petition to nominate other candidates for special election?

- **No?** Mail the signatures along with the other required documentation to the Secretary of State in Carson City.
- **Yes?** Do not mail the signatures to the Secretary of State pursuant to NRS 293.1277(10).

Removal of Signatures

A person may request that the County Clerk/Registrar of Voters remove his/her name from the petition by submitting a written request or by electronic email, if the request is submitted on the prescribed form by the Secretary of State, to the County Clerk/Registrar of Voters, which contains the original signature of the person requesting their name be removed from a petition.

The County Clerk/Registrar of Voters must not accept the request to remove a person's name from a petition if:

- The County Clerk is unable to determine the name of the person requesting the removal; or
- The signature of the person on the request does not match the signature or a facsimile thereof on the person's original application to register.

Statewide Initiative & Referendum Petitions

Filing an Appeal

If a statewide referendum or initiative petition fails for lack of signatures, the person who submitted the petition may challenge the signature verification by filing an appeal with the Secretary of State within five (5) working days after receipt from the Secretary of State of the notification of determination of sufficiency of the petition**.**

The appeal must indicate the reasons for appeal, and a statement of the number of signatures, if any, that the County Clerk or Registrar of Voters determined were invalid NRS 293.12793.

If the appeal is based on the results of the signature verification, the Secretary of State shall:

- If the Secretary of State finds for the appellant, order the County Clerk or Registrar of Voters to recertify the petition to include all contested signatures that the Secretary of State determines are valid.
- If the Secretary of State finds against the appellant, notify that person and the County Clerk or Registrar of Voters that the petition remains insufficient.

If the Secretary of State is unable to decide on the appeal based upon the documents submitted, he may order the County Clerk or Registrar of Voters to re-verify the signatures. The decision of the Secretary of State is a final decision for the purposes of judicial review. The decision of the Secretary of State may be appealed, but only in the First Judicial District Court in Carson City, Nevada NRS 293.12795.

The description of the effect of a petition may be challenged by filing a complaint in the First Judicial District Court within fifteen (15) business days after a copy of the petition is initially filed with the Secretary of State NRS 295.061(1). Other challenges to the legal sufficiency of a petition may be brought by filing a complaint in a district court within seven (7) business days after the petition is certified as sufficient by the Secretary of State NRS 295.061(2). The filing officer (Secretary of State, County Clerk/Registrar, or City Clerk) may be named in an "official capacity," while the real party in interest is the person or group who sponsored the petition drive.

Questions on the Ballot

Once an initiative or referendum petition has qualified for the ballot, it becomes a ballot question. Depending on where the question's proposal originated, the language of each ballot question is drafted by either the Secretary of State, Legislative Counsel Bureau, or by appointed committees. Statewide ballot questions may only appear in the general election pursuant to the Nevada Constitution, Article 19, sections 1 and 2.

Statewide Measures Proposed by Petition

The Secretary of State must, upon consultation with the Attorney General, write a condensation of the ballot question and an explanation of the effect of the question NRS 293.250(5). Also, the Secretary of State must consult with the Fiscal Analysis Division of the Legislative Counsel Bureau to determine the fiscal impact of the petition on state and local governments NRS 295.015). The Secretary of State assigns the ballot question a number for the general election ballot.

Arguments for and against a petition are prepared by two committees appointed by the Secretary of State. The committees shall be composed of three persons each (3 persons who favor approval and 3 persons who oppose approval). The Secretary of State shall consider any persons who have expressed interest in serving on the committees. The committees may seek comments from the public in drafting their arguments and rebuttals. The arguments shall address the fiscal, environmental, public health, safety, and welfare impacts of the petition. The language of the arguments must be easily understood and of reasonable length. The arguments shall be submitted to the Secretary of State for consideration.

The Secretary of State may reject any arguments that she believes are libelous or factually inaccurate. The Secretary of State may also revise the language of an argument to make it more clear, concise, or suitable for use on the ballot, but he may not alter the meaning or effect of the argument without committee consent. The Secretary of State's rejection of a statement is a final decision for the purposes of judicial review. Within five (5) days of the Secretary of State's rejection, the committee may appeal by filing a complaint in the First Judicial District Court. Not later than three (3) working days after the complaint is filed by the committee, the Court shall set the matter for hearing and shall give priority to such a complaint over all other matters pending before the court, except for criminal proceedings NRS 293.250 and 293.252.

County Measures Proposed by Petition

In a county whose population is 40,000 or more, for each countywide initiative or referendum to be placed on the ballot, the Board and County Clerk shall appoint two (2) committees consisting of three (3) persons each. One committee shall favor approval of the petition, and the other committee shall oppose passage of the petition.

The committees prepare arguments for and against passage of the petition. The arguments shall address the fiscal, environmental, public health, safety, and welfare impact of the petition. The County Clerk shall determine the maximum permissible length of an argument or rebuttal and determine the date the committee must submit them to the County Clerk NRS 295.121.

Upon receipt of an argument or rebuttal, the County Clerk shall review each statement in the argument and rebuttal. The Clerk may revise the language so that it is clear and concise but cannot alter the meaning or effect without the consent of the committee. The Clerk may reject any arguments he or she believes are libelous or factually inaccurate. The county clerk's rejection of a statement is a final decision for purposes of judicial review. Not later than five (5) days after the Clerk rejects a statement, the committee may appeal the Clerk's rejection by filing a complaint in district court. The court shall set the matter for hearing not later than three (3) days after the complaint is filed and shall give priority to such a complaint over all other matters pending with the court, except for criminal proceedings NRS 295.121.

NOTE: Those counties with a population of less than 40,000 may also choose to appoint committees and follow these same guidelines NRS 295.121(11).

City Measures Proposed by Petition

In a city whose population is 10,000 or more, for each initiative or referendum to be placed on the ballot, the city council shall appoint two committees each consisting of three (3) persons. One committee shall favor approval of the petition and the other shall oppose approval of the petition. The committees prepare arguments for and against approval of the petition. The arguments shall address the fiscal, environmental, public health, safety and welfare impacts of the petition. The City Clerk shall determine the maximum permissible length of an argument or rebuttal and determine the date the committee must submit them to the County Clerk NRS 295.217.

Upon receipt of an argument or rebuttal, the City Clerk shall review each statement in the argument and rebuttal. The Clerk may revise the language so that it is clear and concise but cannot alter the meaning or effect without the consent of the committee. The Clerk may reject any arguments he or she believes are libelous or factually inaccurate. The rejection of a statement is a final decision for purposes of judicial review. Not later than five (5) days after the Clerk rejects a statement, the committee may appeal the rejection by filing a complaint in district court. The court shall set the matter for hearing not later than three (3) days after the complaint is filed and shall give priority to such a complaint over all other matters pending with the court, except for criminal proceedings NRS 295.217.

Political Action Committee (PAC) Petitions

Nevada law requires every person or group of persons organized formally or informally who advocates the passage or defeat of a ballot question to report their contributions and expenditures in excess of $1,000. All Contributions and Expenses Reports must be filed electronically through Aurora with the Secretary of State's Office NRS 294A.150, 294A.220, and 294A.373.

A PAC who advocates the passage or defeat of any question on the ballot must first register as a PAC with the Secretary of State before engaging in any such advocacy.

Registration Requirements for Non-Profit Corporations: A non-profit corporation that intends to solicit or receive contributions, make contributions, or make expenditures designed to affect the outcome of a ballot question must register the names, addresses, and telephone numbers of its officers before engaging in any of the aforementioned activities. The required information must be submitted to the Secretary of State and will be posted on the Secretary of State's website NRS 294A.225.

Special Note on Petition Circulation Expenditures

A person or group of persons that is required to report expenditures in connection with the circulation of a petition is not required to disclose the name, address, or amount paid to an individual circulator. However, the total amount paid to petition circulators must be reported. Furthermore, a PAC that advocates the passage or defeat of a constitutional amendment or statewide measure proposed by an initiative or referendum and that provides compensation to persons to circulate petitions shall report to the Secretary of State:

- The number of persons to whom such compensation is provided;
- The least amount of such compensation that is provided and the greatest amount of such compensation that is provided; and
- The total amount of compensation provided NAC 294A.270. This report is due not later than fifteen (15) days after the committee has completed gathering signatures.

Contribution & Expenses (C&E) Reporting Dates

Reporting dates for PACs Advocating Passage or Defeat of a Question on the Ballot

Annual Filing: Due January 15 Period: January 1 – December 31
Report #1: Due April 15 Period: January 1 – March 31
Report #2: Due July 15 Period: April 1 – June 30
Report #3: Due October 15 Period: July 1 – September 30
Report #4: Due January 15 Period: October 1 – December 31
Annual Filing: Due January 15 Period: January 1 – December 31

Petition Notes

- Each petition must include the following enacting clause for all statutes or amendments proposed by initiative petition: “The People of the State of Nevada do enact as follows,”
- The petition must embrace one subject only;
- The petition must contain a 200 word or less description of the effect;
- The petition may consist of more than one document;
- Each document of the petition may consist of one or more pages and must be bound together;
- Each document must include the full text of the proposed measure;
- Each document must bear the name of a county, and only registered voters of that county or city may sign the document;
- Each document must also bear the number of the petition district, and only registered voters of that petition district may sign the document (Note: petition districts have the same boundaries as Congressional Districts);
- Each document must contain sequentially numbered spaces for the name of each person who signs the document, the signature of the person signing, the mailing or residential address of the person signing, the name of the county where the person who signs is registered to vote, and the date of the signature;
- Each document must contain an affidavit of the person who circulated the document. The affidavit must be on the last page of each document and be signed before a person authorized by law to administer oaths in the State of Nevada (a notary public);
- The circulator is not required to be a registered voter in Nevada (Nevada Attorney General Opinion 99-37 (12/1/1999));
- If the petition consists of more than one document, each page of each document must be sequentially numbered starting with the number one (1);
- The Clerk or Registrar of Voters will not accept a petition unless each page is numbered;
- Each signature on the petition must be in ink, preceded by the printed name. The Clerk or Registrar of Voters shall disregard any signature that is not signed in ink;
- The number of valid signatures required to be gathered from each petition district equals 10% of the voters who voted in this State at the last preceding general election divided by the number of petition districts; and
- All documents must be submitted at the same time.

The Secretary of State does not approve the legality of the petition language or the petition form.