
CHAPTER 8

VOTING IN NEVADA

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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
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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 to [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 verify 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 293.269911](#) for 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 verify 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 envelope 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 if 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.