

# NEVADA

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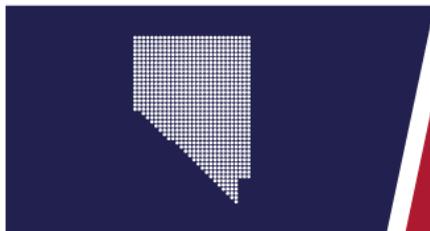


apbco  
*The Association of Pro Bono Counsel*



## HOW TO BECOME A POLL WORKER

**PROTECTING THE RIGHT TO VOTE**



***Nevada***

*Poll Worker Toolkit*

## **Disclaimer**

This guide provides basic information and should be used as a reference only. It is not a substitute for legal advice, and it does not purport to provide a complete recitation of the relevant local, state or federal laws. The law changes frequently. The information provided may not be current and may not apply to your specific set of facts or circumstances. If you require legal advice, please consult your attorney.

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## I. Introduction

Thank you for your interest in becoming a poll worker in Nevada. By coming this far, it's clear that you cherish the principle of "one person, one vote"—a bedrock of our democracy. At the Brennan Center for Justice at New York University School of Law (BC) and the Lawyers' Committee for Civil Rights Under Law (LCCR) we also cherish that principle and therefore work every day to preserve and protect the right to vote for every eligible citizen. Poll workers are an essential part of the voting process. Informed and engaged poll workers contribute to that process, benefit their communities, and help ensure the right to vote is not unduly impeded. Indeed, a lack of qualified poll workers (different from poll watchers) has been a serious impediment to voter access in Nevada. When states face difficulties attracting and hiring qualified poll workers, polling places are often understaffed or mismanaged, resulting in long lines, the spreading of misinformation, and even incidents of bias and intimidation. Additionally, poll workers are often the only election officials with whom voters interact, and so they play an important role in how voters experience and think about the voting process.

To address these issues, we have teamed up with the Association of Pro Bono Counsel (APBCo) to create state-specific guides to encourage qualified candidates to become poll workers who know the relevant laws and processes, how to assist and troubleshoot effectively, and how to help voters have a positive experience on Election Day.

This toolkit for Nevada provides an overview of the process for becoming a poll worker. We hope it is useful to you as both a technical and practical guide, including pointers that we have gleaned from experience. It is NOT a substitute for training materials provided by the state, county or local government. Instead, it is meant to equip qualified people like you with the information you need to become a poll worker and enjoy the important job of serving your fellow voters well. We hope that this guide encourages you to join the movement and make a difference!

## II. Overview of Poll Workers' Role in Nevada Election System

Nevada delegates election administration to counties and/or cities,<sup>1</sup> and the Secretary of State is the state's chief election officer.<sup>2</sup> Each county and/or city has a county clerk, registrar of voters, or city clerk that coordinates voting for each election.<sup>3</sup> These boards also coordinate the hiring and compensation of poll workers (also known as election board officers in Nevada) for each election.<sup>4</sup> Although cities are authorized to conduct their own municipal elections, many have agreements with their counties to handle these elections.<sup>5</sup>

Poll workers have a significant impact on the voting experience of Nevadans. Ultimately, the poll workers are in charge of monitoring the polling place and the election process. A well-staffed polling place will run smoothly and efficiently, allowing for voters to cast their votes in a convenient fashion. However, a shortage of well-trained poll workers is far too common in Nevada.

The problem of a shortage of well-trained poll workers correlates with issues that could occur in Nevada's polling places on Election Day, including:

- Voters being sent to more than one polling place and still not being allowed to vote, or being asked to cast provisional ballots;
- Distribution of campaign or other improper literature within 100 feet of the polls;
- Voting machine problems or confusion about how to mark ballots;
- Lack of adequate accommodations for voters with disabilities; and
- Poll workers expressing hostility toward non-partisan poll monitors.

The importance of poll workers cannot be overstated. Few jobs could be considered more critical to the health of democracy. Accordingly, well-trained, qualified poll workers are critical to the integrity and efficiency of the election process. Hopefully, this Nevada Poll Worker Toolkit will be an easy guide on how to become an effective Nevada poll worker:

- Part III describes the roles, duties, and qualifications of a poll worker.
- Part IV describes the process for applying to be a poll worker.
- Part V outlines the process after an applicant files the application to become a poll worker. This includes how to make sure the application is properly filed, tips to overcome objections, and the timeline of the appointment process.
- Part VI provides a list of election protection organizations in Nevada.
- Part VII details some hands-on issues that a poll worker should be particularly prepared to handle, with tips on how to respond.
- Part VIII describes steps a poll worker should take to make voters feel more comfortable in the polling place.

### III. Description of Roles

#### a. Categories of Poll Workers/Responsibilities and Duties

The different roles of poll workers and their duties vary county-by-county in Nevada.<sup>6</sup>

For example, the following are the categories of poll workers and their roles in Washoe County:<sup>7</sup>

- **Election Worker Manager:** “The polling place Manager has the responsibility of overseeing the Election Day operations at an assigned polling place. This includes managing and working with Election Workers assigned to the polling place, coordination of site access, picking up supplies, setting up equipment, assisting and processing voters, completing the closing procedures and transporting the results and supplies to the Registrar of Voter’s Office on Election Night.”<sup>8</sup>
- **Election Worker Assistant Manager:** “The polling place Assistant Manager has the responsibility to assist the Manager in overseeing the polling place operations. This includes setting up equipment and supplies, assisting and processing voters, and assisting in the closing procedures.”<sup>9</sup>
- **Election Worker Intake Specialist:** “The Intake Specialist is typically the first point of contact for the voter at a polling location. The Intake Specialist is responsible for greeting the voter and determining their eligibility to vote. They are responsible for accessing voter information via laptop and confirming a voter’s address, party affiliation (Primary only), and ID (if the voter record is flagged for missing information), along with determining that the voter’s current signature matches the signature on their voter record. The Intake Specialist also assists voters with any necessary paperwork such as name, address or party affiliation updates/changes, new voter registration and answers any voter questions.”<sup>10</sup>

#### b. Qualifications

Prospective poll workers must complete and submit a poll worker application to the relevant jurisdiction in which they wish to serve as a poll worker.

**A prospective poll worker must meet the following requirements:**<sup>11</sup>

- Must be a registered Nevada voter;
- May not be a candidate for nomination or election; and
- May not be a relative of a candidate for nomination or election.

Following the submission of an application, prospective poll workers must complete the requisite training.<sup>12</sup> The training for poll workers varies by county.<sup>13</sup> Counties that use electronic voting machines, such as Clark County and Washoe County, require training on the

setup, maintenance, and use of the electronic voting machines as well as the necessary computer systems used to run the machines.<sup>14</sup>

**Other desirable qualifications which may be imposed by the applicable county clerk include:<sup>15</sup>**

- Complete required county poll worker training;
- Maintain a professional demeanor;
- Be physically able to endure approximately 14 hours of work time on Election Day;
- Have access to reliable transportation;
- Be physically able to set up equipment that is approximately 25 lbs. in weight;<sup>16</sup>
- Be able to work effectively and cooperatively with fellow poll workers, other election officials, and the general public;
- Be able to learn to use voting equipment, computers, and other related machines; and
- Be physically able to sit or stand for an extended period of time.

**c. Student Trainees**

A county clerk may appoint a student as a trainee for the position of election board officer.<sup>17</sup> To qualify, the student must be:

- A United States citizen, a resident of Nevada and a resident of the county in which the student serves;
- Enrolled in high school; and
- At least 16 years of age.<sup>18</sup>

Additionally, the principal of the high school or the student's school counselor must receive a certification from the county clerk stating the date and hours that the student will act as a trainee and a written request signed by the student's parent or guardian to be excused from school for the time specified in the certificate.<sup>19</sup>

**d. Party Affiliation**

Nevada law prohibits poll workers at a single polling place from all being members of the same political party.<sup>20</sup>

**e. Terms of Office**

An individual holds the position of poll worker from the day before the election until the expiration of the period for filing election disputes.<sup>21</sup>

## f. Compensation

Compensation for poll workers varies by county as well as the position held.<sup>22</sup>

Some examples are as follows:

- Clark County pays Election Day poll workers \$250 for Election Day and \$14/hour for early voting.<sup>23</sup>
- Washoe County pays Election Day poll workers \$120 to serve as a Manager, \$110 to serve as an Assistant Manager and \$95 to serve as an Intake Specialist.<sup>24</sup> Each poll worker in Washoe County also receives \$25 for completing training.<sup>25</sup>

## IV. **Application Process**

### a. How to Apply to be a Poll Worker

There is no state-wide process for applying to become a poll worker. Applicants must (1) apply to the county in which they desire to work, (2) meet all the legal requirements under Nevada law, and (3) meet any other requirements of the applicable registrar of voters, county clerk, board of supervisors, or designated county or local election official.<sup>26</sup> Many counties in Nevada have applications which can be downloaded via the portion of their websites devoted to elections, and others have prescribed means by which prospective poll workers can apply. You can find out how to be a poll worker in your county here:

<https://www.workelections.com/states/32/Nevada>

Note that this toolkit does not address poll workers for municipal elections.<sup>27</sup> Rather, the city clerk is typically the chief election official, and interested individuals should contact them about becoming a poll worker for municipal elections.

Some examples of the application process in various counties are set forth in Appendix A.

### b. Description of the Process

If an applicant is qualified to become a poll worker in a county, they should fill out an application and submit it to the county where they want to serve, or proceed as otherwise directed by the registrar of voters, county clerk, board of supervisors, or other designated department/person.

### c. Deadlines for Filing

Nevada does not have a state-mandated deadline for filing an application to become a poll worker, and timelines may vary by county. Applicants new to the process should apply as early as possible before an upcoming election, especially as many counties rely on their own staff or long-standing volunteers to fill these positions. Additionally, an early application will ensure

that the applicant is properly trained by the applicable jurisdiction. Finally, for roles with more responsibility or oversight over other positions, early participation can allow advancement as the election cycle progresses or for subsequent elections.

## V. After Applying

### a. Following Up

After submitting their application, an applicant can contact the applicable registrar of voters, county clerk, board of supervisors, or other designated department/person, as identified in Appendix A, for follow-up questions.

#### Tips:

- Applicants should make sure that they are registered to vote before they file their application by using the Nevada Secretary of State's "Voter Registration Search" at: <https://www.nvsos.gov/votersearch/>.

The screenshot shows the Nevada Secretary of State's website header with the seal, name Barbara K. Cegavske, and navigation links. Below is a search bar and a menu. The main content area is titled "Voter Search" and contains a form with the following fields:

- First Name: Required
- Last Name: Required
- Date Of Birth: Required (MM/DD/YYYY)
- NV Driver's License / ID Card Number: Required
- Last 4 digits of SSN: Required

There is a "Please Don't Call" icon and text: "Log in to add yourself to our political 'Please Don't Call' list." Below the form is a reCAPTCHA "I'm not a robot" checkbox and a "Search Records" button.

- When filling out any application, an applicant should take time to provide all requested information.
- An applicant should not be afraid to ask for assistance from the registrar of voters or county clerk. They recognize the importance of poll workers and want to help.

## **VI. Election Protection Organizations in Nevada**

The organizations listed below support the Nevada election process as part of their mission, and they may serve as additional resources for those interested in poll work:

### **American Civil Liberties Union of Nevada**

Website: [www.aclunv.org](http://www.aclunv.org)

#### Southern Nevada

Address: 601 S. Rancho Drive, Suite B-11  
Las Vegas, Nevada 89106

Phone: 702-366-1226

#### Northern Nevada

Address: 1325 Airmotive Way, Suite 202  
Reno, Nevada 89502

Phone: 775-786-6757

### **Asian Community Development Council**

Website: <https://acdcnv.org>

Address: 1027 South Rainbow Blvd. #253  
Las Vegas, Nevada 89145

Phone: 702-489-8866

Email: [info@acdcnv.org](mailto:info@acdcnv.org)

### **Nevada Disability Advocacy & Law Center**

Website: [www.ndalc.org](http://www.ndalc.org)

#### Las Vegas

Address: 2820 W. Charleston Blvd., Suite 11  
Las Vegas, Nevada 89102

Phone: 702-257-8150

Toll Free: 1-888-349-3843

Email: [lasvegas@ndalc.org](mailto:lasvegas@ndalc.org)

### Reno

Address: 1875 Plumas Street, Suite 1  
Reno, Nevada 89509

Phone: 775-333-7878  
Toll Free: 1-800-992-5715  
Email: reno@ndalc.org

### Elko

Address: 905 Railroad Street #104B  
Elko, NV 89801

Phone: 775-777-1590  
Toll Free: 1-800-992-5715  
Email: elko@ndalc.org

### **Silver State Voices**

Website: <https://www.statevoices.org/state-tables/nevada/>  
Email: info@statevoices.org

### **UnidosUS (formerly National Council of La Raza)**

Website: <https://www.unidosus.org>  
Phone: 202-785-1670  
Email: [info@unidosus.org](mailto:info@unidosus.org)

## **VII. High Priority Issues**

### a. Every Voter Standing in the Line by 7:00 p.m. Must be Permitted to Vote

On Election Day, as opposed to during early voting, all polling places must open for voting at 7:00 a.m. and close at 7:00 p.m.<sup>28</sup> Registered voters waiting in line to vote and electors waiting to register to vote when the polls close must be allowed to complete the process.<sup>29</sup>

Nevada administrative regulations clarify that a person is waiting to vote if they are physically in line waiting to vote or have entered the polling place.<sup>30</sup> These regulations also direct poll workers to place a sticker or other distinguishing mark on the last person waiting in line to vote when the polls close, or alternatively, have a poll worker stand behind that person to mark the end of the line.<sup>31</sup>

### b. The Polling Place Must be Accessible

**Each voter has a right to nondiscriminatory equal access**

Nevada's Voters' Bill of Rights states that each voter has the right to "have nondiscriminatory equal access to elections system, including, without limitation, a voter who is elderly, disabled, a member of a minority group, employed by the military or a citizen who is overseas."<sup>32</sup>

### **Equal access for the elderly and voters with disabilities**

Nevada law requires that absent a natural disaster, at all times a polling place is open, the polling place must be accessible to a voter who is elderly or a voter with a disability.<sup>33</sup> The polling place must also have at least one polling booth that is:<sup>34</sup>

- "Designed to allow a voter in a wheelchair to vote;"<sup>35</sup>
- "Designated for use by a voter who is elderly or a voter with a disability;"<sup>36</sup>
- "Equipped to allow a voter who is elderly or a voter with a disability to vote with the same privacy as a voter who is not elderly or as a voter without a disability;"<sup>37</sup> and
- "Equipped with a mechanical recording device which directly records the votes electronically and which may be used by a voter with a disability."<sup>38</sup>

In addition to the above criteria, the polling place must either have:<sup>39</sup>

- a separate line for voters with disabilities and voters who are not physically able to wait in line (voters in this line must be allowed to vote before other voters); or
- poll workers must allow voters with disabilities or voters who are not physically able to wait in line to move to the front of the line.

Any registered voter may request an absentee ballot with sufficient written notice to the appropriate county clerk.<sup>40</sup> A request must be submitted to the applicable county clerk before 5 p.m. on the 14th calendar day preceding the election.<sup>41</sup> The voter may have a person assist them in marking and signing the absentee ballot.<sup>42</sup>

Nevada also permits requests for the use of absentee ballots until 5 p.m. on Election Day for those with an illness or disability resulting in confinement in a hospital, sanatorium, dwelling or nursing home, as well as for those who are suddenly hospitalized, become seriously ill, or are called away from home after the normal deadline to make an application for an absentee ballot.<sup>43</sup>

In addition, county clerks are encouraged by Nevada law to post instructions for voting in a conspicuous place, in at least 12-point type, and provide ballots and all other materials otherwise related to the election in alternative audio and visual formats.<sup>44</sup>

## **Equal access for Indian Tribes and Colonies**

Subject to certain limitations, an Indian tribe may request a polling place within the boundaries of the Indian reservation or Indian colony during (1) early voting or (2) on Election Day during the primary and general elections.<sup>45</sup>

Through recent legislative change, subject to certain limitations, if the county clerk establishes one or more temporary branch polling places within the boundaries of an Indian reservation or Indian colony for early voting, the county clerk must continue to establish one or more temporary branch polling places within the boundaries of the Indian reservation or Indian colony at a location or locations approved by the Indian tribe for early voting in future elections unless otherwise requested by the Indian tribe.<sup>46</sup>

## **Equal access for non-English speakers, new voters, those in the military or citizens who are overseas**

County clerks are empowered to determine whether there is a “significant and substantial need for voting materials . . . to be provided in the language or languages of a minority group” that has been “subject to historical discrimination and unequal educational opportunities.”<sup>47</sup> If such a need exists, the clerks may prepare voting materials in such languages beyond what is required by federal law.<sup>48</sup>

Preregistration of otherwise qualified voters who are seventeen years old is permitted.<sup>49</sup> Such voters, subject to certain limitations, automatically become registered voters when they turn eighteen.<sup>50</sup> Additionally, Nevada law was revised in 2018 to provide greater rights to those using military-overseas ballots.<sup>51</sup>

### **c. Voters Have a Right to Assistance in Voting if Necessary**

Nevada’s Voters’ Bill of Rights states that each voter has the right to “request assistance in voting, if necessary.”<sup>52</sup> Voters who have a physical disability, or are unable to read or write in English and cannot mark a ballot or use any voting device without assistance, are entitled to assistance from a person of their own choice, except their employer (or employer’s agent) or an “officer or agent of the voter’s labor organization.”<sup>53</sup>

In addition, the county clerk and poll workers must make reasonable accommodations for a voter with physical disabilities to allow the voter to vote at a polling place at which they are entitled to vote.<sup>54</sup>

### **d. Voters Have the Right to Vote After Changing the Location of Their Residence**

In addition to the other required qualifications, a voter must continuously reside in the state and in the county for the preceding 30 days, and in the precinct for the 10 days preceding the relevant election.<sup>55</sup>

A registered voter who changes their residence but does not update their address may still vote in many circumstances if they provide an oral or written affirmation to the poll worker attesting to their new address.<sup>56</sup> For example, a voter who moved from one precinct to another or from one congressional district to another within the same county, upon providing an affirmation, has the right to vote in the precinct where they previously resided.<sup>57</sup> Similarly, a voter who moved within the same precinct, upon providing the above referenced affirmation, must be allowed to vote in that precinct.<sup>58</sup>

A voter who alleges that the register or roster incorrectly indicates that the voter has changed residence must be permitted to vote at their original address if they provide an oral or written affirmation to the poll worker attesting that they continue to reside at the same address.<sup>59</sup> If the voter does not provide the affirmation attesting to their address, the voter can only vote at a special polling place, with limited ability to vote for certain offices and questions.<sup>60</sup> Questions arising in this area should be brought to the attention of the supervisor of the election board.

There have been several recent changes to minimize problems related to prospective voters who have moved but have not re-registered at their new address. These include a 2017 Memorandum of Understanding, by and among the Nevada Secretary of State and certain voting rights advocates, as well as the separate 2017 Memorandum of Understanding with the Nevada Department of Motor Vehicles<sup>61</sup> that will streamline voter change of address updates between the Department of Motor Vehicles and the Secretary of State, in addition to other items.<sup>62</sup> Clark County has also implemented “voting center” voting, allowing voters to vote at any established center within Clark County on Election Day.<sup>63</sup>

e. Individuals with Felony Convictions Have the Right to Vote Once Released from Prison

While individuals convicted of a felony are not permitted to vote while incarcerated, based on legislation effective July 1, 2019, the voting rights of a person with a felony conviction are immediately and automatically restored upon release, regardless of the category of felony and whether the person remains on parole or probation.<sup>64</sup> Such person must satisfy the general requirements for eligibility to vote.<sup>65</sup>

f. A Voter Who Makes a Mistake on Their Ballot May Apply for a New Ballot

A voter must be allowed to return a spoiled ballot and is entitled to receive another ballot in its place.<sup>66</sup> If the voter is using a mechanical recording device, the device must allow for changes to a vote prior to permanent recording of the vote.<sup>67</sup>

g. Voters Have the Right to Cast a Provisional Ballot

A provisional ballot should be used in in federal elections when (i) a voter’s name does not appear on the voter registration list or an election official asserts that the person is not eligible to vote in that election in that jurisdiction, (ii) the voter applies by mail or computer, on or after January 1, 2003, to register to vote and has not previously voted in an election for federal office

in Nevada and the voter fails to provide the required identification, or (iii) the voter declares that they are entitled to vote after the polling place would normally close as a result of a court order or other order extending the time established for the closing of polls.<sup>68</sup> A voter must be allowed to cast a provisional ballot if the voter completes a written affirmation on the form provided by the poll worker, as prescribed by the Secretary of State, at the polling place.<sup>69</sup>

After a person completes a written affirmation:<sup>70</sup>

- The poll worker must provide the person with a receipt that includes a unique affirmation identification number and explain how the person may determine whether their vote was counted, and, if not, the reason why;
- “The voter’s name and applicable information must be entered into the roster in a manner which indicates that the voter cast a provisional ballot;” and
- The election board officer shall issue a provisional ballot.

#### h. Voters Have the Right to Vote Without Being Electioneered, Intimidated, or Disrupted

##### **Campaigning at the polling place is prohibited**

Campaigning activities are prohibited inside a polling place or within 100 feet from the entrance to the building or other structure in which the polling place is located.<sup>71</sup> This applies not only to the direct solicitation of a vote but also to other forms of electioneering, including the following:<sup>72</sup>

- “Posting signs relating to the support of or opposition to a candidate, ballot question or political party;”
- “Distributing literature relating to the support of or opposition to a candidate, ballot question or political party;”
- “Using loudspeakers to broadcast information relating to the support of or opposition to a candidate, ballot question or political party;”
- “Buying, selling, wearing or displaying any badge, button or other insignia which is designed or tends to aid or promote the success or defeat of any political party or a candidate or ballot question to be voted upon at that election;” or
- “Soliciting signatures to any kind of petition.”

##### **No one may intimidate voters**

It is unlawful for any person to intimidate any individual or voter at a polling place.<sup>73</sup> Explicitly unlawful conduct includes:<sup>74</sup>

- Using or threatening to use any “force, intimidation, coercion, violence, restraint or undue influence;”

- Inflicting or threatening to inflict “any physical or mental injury, damage, harm or loss upon the person or property of another;”
- Exposing or publishing or threatening to “expose or publish any fact concerning another in order to induce or compel such other to vote or refrain from voting for any candidate or any question;”
- Impeding or preventing, “by abduction, duress or fraudulent contrivance, the free exercise of the franchise by any voter, or thereby to compel, induce or prevail upon any elector to give or refrain from giving his or her vote;” or
- Discharging or changing the “place of employment of any employee with the intent to impede or prevent the free exercise of the franchise by such employee.”

Poll workers must ensure that no voter intimidation happens in or around the polling place and must take all reports of voter intimidation seriously. If a poll worker sees or hears that somebody is acting disruptively or failing to abide by the applicable conduct standards in or around the polling place, the poll worker must immediately contact the supervisor at the voting site.

### **No Person May Interfere with the Conduct of an Election or a Voter**

Interference with the conduct of an election, or an individual intending to vote, is strictly prohibited under Nevada law.<sup>75</sup> No person shall:<sup>76</sup>

- “(a) Remain in or outside of any polling place so as to interfere with the conduct of the election.
- “(b) Accept from any voter a ballot prepared by or on behalf of the voter , other than an absent ballot, mailing ballot, mail ballot or military-overseas ballot prepared by or on behalf of the voter with his or her authorization pursuant to [Nevada election law].
- “(c) Remove a ballot from any polling place before the closing of the polls.
- “(d) Apply for or receive a ballot at any election precinct or district other than one at which the person is entitled to vote.
- “(e) Show his or her ballot to another person, after voting, so as to reveal any of his or her votes on the ballot, other than on his or her absent ballot, mailing ballot, mail ballot or military-overseas ballot prepared by or on behalf of the voter with his or her authorization pursuant to [Nevada election law].
- “(f) Inside a polling place, ask another person for his or her name, address or political affiliation or for whom he or she intends to vote.

- “(g) Send, transmit, distribute or deliver a ballot to a voter , other than an absent ballot, mailing ballot, mail ballot or military-overseas ballot when permitted pursuant to [Nevada election law].
- “(h) Except when permitted by the voter, alter, change, deface, damage or destroy an absent ballot, mailing ballot, mail ballot or military-overseas ballot prepared by or on behalf of the voter with his or her authorization pursuant to this title.”

i. Members of the General Public May Observe Voting at a Polling Place

Members of the general public may observe conduct of voting at a polling place on Election Day; however, no individual may photograph, video record, or audio record the polling place.<sup>77</sup>

Members of the media are exempted from the above restrictions as long as they are :<sup>78</sup>

- Gathering information for communication to the public;
- Employed or engaged by, or have contracted with, a newspaper, periodical, press association, or radio or television station; and
- Acting solely within their professional capacity.

j. COVID-19

Information and election practices are changing quickly due to the continued spread of COVID-19. Each applicant should contact their local election administrator to verify all information in this guide before relying on information contained herein.

On March 24, 2020, Nevada Secretary of State Barbara Cegavske posted a press release stating that Nevada would conduct an all-mail election for the June 9, 2020 primary election.<sup>79</sup> The press release provided that all active registered voters in Nevada would be mailed an absentee ballot for the primary election and that to accommodate same-day voter registration, as well as assist voters who have issues with their mailed ballot, at least one in-person polling location would be available in each county for the primary election.<sup>80</sup>

On August 3, 2020 Nevada Governor Steve Sisolak signed Assembly Bill 4, which provides that during an election held during a statewide disaster or emergency declaration every active registered voter will receive a mail ballot.<sup>81</sup> The bill also mandates a minimum number of in-person polling places during such an affected election.<sup>82</sup> Additionally, the bill permits a voter with a physical disability, who is over the age of 65 or is unable to write, to request that someone else fill out and return such mail ballot on behalf of such person.<sup>83</sup> For the November 3, 2020 election, all active registered voters will be sent a ballot in the mail, but they may also choose to vote in person.<sup>84</sup> Again, we recommend confirming all information about election administration practices with the applicable local elections office.

## **VIII. Be A Proactive Poll Worker<sup>85</sup>**

A good poll worker is proactive and focused on the voter's experience. A poll worker should be sensitive to voters' needs and treat every voter like a valued guest. When in doubt, err on the side of protecting the voters' right to vote. If poll workers are prepared, respectful, positive, attentive, and courteous, voters will come away satisfied and more eager to return for the next election.

### **Be Prepared**

Preparation is key to ensure Election Day runs smoothly at each polling place. One of the most common voter complaints on Election Day is the long line at the polling place. Poll workers can significantly reduce this hassle through organization, anticipating issues, and quickly resolving problems as they arise. For example, a poll worker can be prepared by:

- Regularly checking the supplies (like ballots or pens) to prevent a shortage that would halt the voting process;
- Ensuring that entryways are not blocked;
- Researching available resources in advance;
- Having a cheat-sheet with answers to frequently asked questions and references that can be contacted immediately for help; and
- Having alternatives at hand (what alternative IDs are valid, etc.)

### **Be Respectful**

Be respectful to each and every voter. Treat all voters with courtesy, regardless of differences in political affiliation, race, gender, age, ethnicity, or religion. The voter has the right to vote without feeling uncomfortable or discouraged.

### **Be Positive**

The voter's experience, whether good or bad, is marked by the attitude of poll workers. Work to de-escalate tension if there is confrontation or frustration. If poll workers are supportive and solution-oriented, the voters will have a positive impression of the voting process.

### **Be Attentive**

As is the case with any customer service, be attentive and responsive. If a voter seems confused, ask if they need help. Be inquisitive, but not disruptive, to make sure voters who want assistance can get it quickly. But be mindful of cues that a voter may want some space.

### **Be Courteous**

When the voters enter, offer a warm greeting, make eye contact, introduce yourself and let them know you are there to help. Welcome voters by name, if you know them. By making the

voters feel valued, they will have a positive impression of the election process and will be more likely to return.

## APPENDIX A APPLICATION PROCESS

### **Clark County:**

Clark County seeks to recruit poll workers throughout the year. Applicants can apply utilizing three different methods:

1. Visit [www.ClarkCountyNV.gov/vote](http://www.ClarkCountyNV.gov/vote), log-in to "Registered Voter Services" and select "Apply to be a Pollworker" from the dropdown menu.
2. Call the following number to speak to a recruiter: (702) 455-2815.

### **Douglas County:**

Douglas County allows poll workers to apply online, though recruitment for the 2020 election ended on September 7, 2020.

### **Pershing County:**

Pershing County allows poll workers to submit their names by calling the following number: (775) 273-2208.<sup>86</sup>

### **Washoe County:**

Washoe County allows poll workers to apply online utilizing the following address: [https://www.washoecounty.us/voters/get-involved/election\\_workers/electionworkers\\_form.php](https://www.washoecounty.us/voters/get-involved/election_workers/electionworkers_form.php)

### **Other Counties/Carson City:**

The Nevada Secretary of State provides a listing of county clerks and registrars of voters that can be contacted to find out the correct application process for that county or independent city: <http://nvsos.gov/sos/elections/voters/county-clerk-contact-information>. If any of the methods of applying set forth in this toolkit are not effective, the contact information provided by the Nevada Secretary of State for each county or independent city set forth below should serve as a first step to resolving any issues:<sup>87</sup>

#### **CARSON CITY:**

Aubrey Rowlett, County Clerk  
885 East Musser Street Suite 1025  
Carson City, Nevada 89701-4475  
(775) 887-2087 FAX (775) 887-2146  
Email: [elections@carson.org](mailto:elections@carson.org)  
Website: [www.carson.org](http://www.carson.org)

#### **CHURCHILL COUNTY:**

Linda Rothery, County Clerk  
155 N Taylor St, Suite 110  
Fallon, Nevada 89406-2748  
(775) 423-6028 FAX (775) 423-7069  
Email: [elections@churchillcounty.org](mailto:elections@churchillcounty.org)  
Website: [www.churchillcounty.org](http://www.churchillcounty.org)

**CLARK COUNTY****Elections Department:**

Joe P. Gloria, Registrar of Voters  
 965 Trade Drive Suite A  
 North Las Vegas, NV 89030-7802  
 (702) 455-VOTE (8683) FAX (702) 455-2793  
 Website: [www.clarkcountynv.gov/vote](http://www.clarkcountynv.gov/vote)

**CLARK COUNTY****Elections Mailing Address:**

P.O. Box 3909  
 Las Vegas, Nevada 89127-3909  
 Email: [elinfo@ClarkCountyNV.gov](mailto:elinfo@ClarkCountyNV.gov)

**DOUGLAS COUNTY:**

Kathy Lewis, County Clerk  
 1616 8th Street, 2nd Floor  
 P.O. Box 218  
 Minden, Nevada 89423-0218  
 (775) 782-9014 FAX (775) 782-9016  
 Email: [klewis@douglasnv.us](mailto:klewis@douglasnv.us)  
 Email: [election@co.douglas.nv.us](mailto:election@co.douglas.nv.us)  
 Website: [cltr.co.douglas.nv.us](http://cltr.co.douglas.nv.us)

**ELKO COUNTY:**

Kris Jakeman, County Clerk  
 550 Court St. 3rd Floor  
 Elko, Nevada 89801-3518  
 (775) 753-4600 FAX (775) 753-4610  
 Email: [kjakeman@elkocountynv.net](mailto:kjakeman@elkocountynv.net)  
 Website: [www.elkocountynv.net](http://www.elkocountynv.net)

**ESMERALDA COUNTY:**

LaCinda "Cindy" Elgan, County Clerk  
 233 Crook Avenue  
 P.O. Box 547  
 Goldfield, Nevada 89013-0547  
 (775) 485-6367 FAX (775) 485-6376  
 Email: [celgan@esmeraldacountynv.org](mailto:celgan@esmeraldacountynv.org)  
 Website: [www.accessesmeralda.com](http://www.accessesmeralda.com)

**EUREKA COUNTY:**

Lisa Hoehne, County Clerk  
 10 South Main Street  
 P.O. Box 694  
 Eureka, Nevada 89316-0694  
 (775) 237-5263 FAX (775) 237-5614  
 Email: [lhoehne@eurekacountynv.gov](mailto:lhoehne@eurekacountynv.gov)  
 Website: [co.eureka.nv.us](http://co.eureka.nv.us)

**HUMBOLDT COUNTY:**

Tami Rae Spero, County Clerk  
 50 W. 5th Street, #207  
 Winnemucca, Nevada 89445-3199  
 (775) 623-6343 FAX (775) 623-6309  
 Email: [county.clerk@hcnv.us](mailto:county.clerk@hcnv.us)  
 Website: [www.hcnv.us](http://www.hcnv.us)

**LANDER COUNTY:**

Sadie Sullivan, County Clerk  
 50 State Route 305  
 Battle Mountain, Nevada 89820-9998  
 (775) 635-5738 FAX (775) 635-0394  
 Email: [landercountyclerk@gmail.com](mailto:landercountyclerk@gmail.com)  
 Website: [www.landercountynv.org](http://www.landercountynv.org)

**LINCOLN COUNTY:**

Lisa C. Lloyd, County Clerk  
 181 North Main Street , Suite 201  
 P.O. Box 90  
 Pioche, Nevada 89043-0090  
 (775) 962-8077 FAX (775) 962-5180  
 Email: [llloyd@lincolnnv.com](mailto:llloyd@lincolnnv.com)  
 Website: [www.lincolncountynv.org](http://www.lincolncountynv.org)

**LYON COUNTY:**

Nikki A. Bryan, County Clerk  
 27 South Main Street  
 Yerington, Nevada 89447-2571  
 (775) 463-6501 FAX (775) 463-5305  
 Email: [nbryan@lyon-county.org](mailto:nbryan@lyon-county.org)  
 Website: [www.lyon-county.org](http://www.lyon-county.org)

**MINERAL COUNTY:**

Christopher Nepper, Clerk/Treasurer  
105 South "A" Street, Suite 1  
P.O. Box 1450  
Hawthorne, Nevada 89415-0400  
(775) 945-2446 FAX (775) 945-0706  
Email: clerk-  
treasurer@mineralcountynv.org  
Website: www.mineralcountynv.us

**NYE COUNTY:**

Sandra L. "Sam" Merlino, County Clerk  
101 Radar Road  
P.O. Box 1031  
Tonopah, Nevada 89049-1031  
(775) 482-8127 FAX (775) 482-8133  
Email: smerlino@co.nye.nv.us  
Website: www.nyecounty.net

**PERSHING COUNTY:**

Lacey Donaldson, County Clerk  
398 Main Street  
P.O. Box 820  
Lovelock, Nevada 89419-0820  
(775) 273-2208 FAX (775) 273-3015  
Email: ldonaldson@pershingcounty.net  
Website: www.pershingcounty.net

**STOREY COUNTY:**

Vanessa Stephens, County Clerk  
26 S. "B" Street  
Drawer "D"  
Virginia City, Nevada 89440-0139  
(775) 847-0969 FAX (775) 847-0921  
Email: clerk@storeycounty.org  
Website: www.storeycounty.org

**WASHOE COUNTY Elections Department:**

Deanna Spikula, Registrar of Voters  
1001 E. Ninth Street, Bldg A, Rm 135  
Reno, NV 89512-2845  
(775) 328-3670 FAX (775) 328-3747  
Email: electionsdepartment@washoecount  
y.us  
Website: www.washoecounty.us/voters

**WHITE PINE COUNTY:**

Nichole Baldwin, County Clerk  
801 Clark Street #4  
Ely, Nevada 89301-1994  
(775) 293-6509 FAX (775) 289-2544  
Email: wpclerk@whitepinecountynv.gov  
Website: www.whitepinecounty.net

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<sup>1</sup> See NEV. REV. STAT. ANN. § 293.217 (West 2020).

<sup>2</sup> *Id.* § 293.124; see also *id.* § 293.217.

<sup>3</sup> See *id.* §§ 293.040, 244.164.

<sup>4</sup> *Id.* § 293.217.

<sup>5</sup> This toolkit focuses on federal, state, and county elections in Nevada. Municipal elections are governed by chapter 293C of the Nevada Revised Statutes and applicable municipal law. Contact the relevant city clerk with questions on municipal level elections.

<sup>6</sup> See *2020 General Election*, NEVADA SECRETARY OF STATE, <https://www.nvsos.gov/sos/elections/election-information/2020-election/2020-general-election>; see also *Work Elections*, FAIR ELECTIONS CENTER, <https://www.workelections.com/states/32/Nevada>.

<sup>7</sup> Registrar of Voters, *Election Worker Positions*, WASHOE COUNTY, NV, [https://www.washoecounty.us/voters/get-involved/election\\_workers/electionworker\\_positions.php](https://www.washoecounty.us/voters/get-involved/election_workers/electionworker_positions.php).

<sup>8</sup> *Id.*

<sup>9</sup> *Id.*

<sup>10</sup> *Id.*

<sup>11</sup> NEV. REV. STAT. ANN. § 293.217 (West 2020).

<sup>12</sup> *Id.* § 293.227(3).

<sup>13</sup> *Id.*

<sup>14</sup> See *Election Workers Needed for 2020*, CLARK COUNTY, NV,

[https://cms8.revize.com/revize/clarknv/Election%20Department/EBO-](https://cms8.revize.com/revize/clarknv/Election%20Department/EBO-20G.pdf?t=1598327607753&t=1598327607753)

[20G.pdf?t=1598327607753&t=1598327607753](https://cms8.revize.com/revize/clarknv/Election%20Department/EBO-20G.pdf?t=1598327607753&t=1598327607753); see also *Election Worker Positions*, WASHOE COUNTY, NV,

[https://www.washoecounty.us/voters/get-involved/election\\_workers/electionworker\\_positions.php](https://www.washoecounty.us/voters/get-involved/election_workers/electionworker_positions.php).

<sup>15</sup> See *Election Workers Needed Now!*, CLARK COUNTY, NV,

[https://www.clarkcountynv.gov/government/departments/elections/services/poll\\_workers.php](https://www.clarkcountynv.gov/government/departments/elections/services/poll_workers.php); *Election Worker*

*Qualifications*, WASHOE COUNTY, NV, [https://www.washoecounty.us/voters/get-](https://www.washoecounty.us/voters/get-involved/election_workers/electionworker_qualifications.php)

[involved/election\\_workers/electionworker\\_qualifications.php](https://www.washoecounty.us/voters/get-involved/election_workers/electionworker_qualifications.php).

<sup>16</sup> Note that weight requirements, if any, may vary by county. See *Clark County Poll Worker Application*, CLARK COUNTY, NV,

[https://cms8.revize.com/revize/clarknv/Election%20Department/elections%20and%20voting/EBOAPP.pdf?t=1599](https://cms8.revize.com/revize/clarknv/Election%20Department/elections%20and%20voting/EBOAPP.pdf?t=1599108959217&t=1599108959217)

[108959217&t=1599108959217](https://cms8.revize.com/revize/clarknv/Election%20Department/elections%20and%20voting/EBOAPP.pdf?t=1599108959217&t=1599108959217); Registrar of Voters, *Election Worker Qualifications*, WASHOE COUNTY, NV,

[https://www.washoecounty.us/voters/get-involved/election\\_workers/electionworker\\_qualifications.php](https://www.washoecounty.us/voters/get-involved/election_workers/electionworker_qualifications.php).

<sup>17</sup> NEV. REV. STAT. ANN. § 293.2175 (West 2020).

<sup>18</sup> *Id.* § 293.2175(1).

<sup>19</sup> *Id.* § 293.2175(2).

<sup>20</sup> *Id.* § 293.217.

<sup>21</sup> *Id.* § 293.225(1).

<sup>22</sup> *Id.* § 293.460.

<sup>23</sup> See *Election Workers Needed for 2020*, CLARK COUNTY, NV,

[https://cms8.revize.com/revize/clarknv/Election%20Department/EBO-](https://cms8.revize.com/revize/clarknv/Election%20Department/EBO-20G.pdf?t=1598327607753&t=1598327607753)

[20G.pdf?t=1598327607753&t=1598327607753](https://cms8.revize.com/revize/clarknv/Election%20Department/EBO-20G.pdf?t=1598327607753&t=1598327607753).

<sup>24</sup> Registrar of Voters, *Election Worker Positions*, WASHOE COUNTY, NV, [https://www.washoecounty.us/voters/get-](https://www.washoecounty.us/voters/get-involved/election_workers/electionworker_positions.php)

[involved/election\\_workers/electionworker\\_positions.php](https://www.washoecounty.us/voters/get-involved/election_workers/electionworker_positions.php).

<sup>25</sup> *Id.*

<sup>26</sup> See *Work Elections*, FAIR ELECTIONS CENTER, <https://www.workelections.com/states/32/Nevada>.

<sup>27</sup> Local elections are governed by chapter 293C of the Nevada Revised Statutes.

<sup>28</sup> NEV. REV. STAT. ANN. § 293.273(1) (West 2020).

<sup>29</sup> *Id.* § 293.305.

<sup>30</sup> NEV. ADMIN. CODE § 293.247 (2020).

<sup>31</sup> *Id.*

<sup>32</sup> NEV. REV. STAT. ANN. § 293.2546(9).

<sup>33</sup> *Id.* § 293.2955(1).

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- <sup>34</sup> *Id.* § 293.2955(1)(a).
- <sup>35</sup> *Id.* § 293.2955(1)(a)(2)(I).
- <sup>36</sup> *Id.* § 293.2955(1)(a)(2)(II).
- <sup>37</sup> *Id.* § 293.2955(1)(a)(2)(III).
- <sup>38</sup> *Id.* § 293.2955(1)(a)(2)(IV).
- <sup>39</sup> *Id.* § 293.2955(1)(b).
- <sup>40</sup> *Id.* § 293.3165(1).
- <sup>41</sup> *Id.* § 293.313(1).
- <sup>42</sup> Act of Aug. 3, 2020, § 19, 2020 NEV. STAT. 18, 29.
- <sup>43</sup> NEV. REV. STAT. ANN. § 293.316 (West 2020).
- <sup>44</sup> *Id.* §§ 293.2955(3), 293.469; NEV. ADMIN. CODE § 293.187 (2019).
- <sup>45</sup> NEV. REV. STAT. ANN. §§ 293.2733, 293.3572 (West 2020).
- <sup>46</sup> *Id.* §§ 293.2733, 293.3572 (each as amended by Assembly Bill 137 of the regular session of the 80th Legislature (2019)) (effective October 1, 2019).
- <sup>47</sup> *Id.* § 293.2699.
- <sup>48</sup> *Id.*
- <sup>49</sup> *Id.* § 293.4855(1).
- <sup>50</sup> *Id.* at § 293.4855(2).
- <sup>51</sup> *See id.* chapter 293D.
- <sup>52</sup> *Id.* § 293.2546(6).
- <sup>53</sup> *Id.* § 293.296 (as amended by Assembly Bill 345 of the regular session of the 80th Legislature (2019)) (effective January 1, 2020).
- <sup>54</sup> *Id.*
- <sup>55</sup> *Id.* § 293.485.
- <sup>56</sup> *Id.* § 293.525(1).
- <sup>57</sup> *Id.* § 293.525(1)(a).
- <sup>58</sup> *Id.* § 293.525(1)(b).
- <sup>59</sup> *Id.* § 293.525(2).
- <sup>60</sup> *Id.* §§ 293.525(3), 293.304(3).
- <sup>61</sup> *See Voting Rights Advocates Announce Agreement with State of Nevada to Modernize Voter Registration Opportunities*, ACLU (Mar. 13, 2017), <https://www.aclu.org/press-releases/voting-rights-advocates-announce-agreement-state-nevada-modernize-voter-registration>.
- <sup>62</sup> *Automatic Voter Registration Efforts in Nevada*, BRENNAN CENTER FOR JUSTICE AT NEW YORK UNIVERSITY SCHOOL OF LAW (June 28, 2018), <https://www.brennancenter.org/analysis/vrm-states-nevada>.
- <sup>63</sup> *Election Day Vote Center Locations for General Election Day*, <https://cms8.revize.com/revize/clarknv/Election%20Department/VC-Web-20G.pdf?t=1599778782186&t=1599778782186>.
- <sup>64</sup> NEV. REV. STAT. ANN. § 213.157 (West 2020); *see Restoration of Voting Rights in Nevada*, NEVADA SECRETARY OF STATE, <https://www.nvsos.gov/sos/elections/voters/restoration-of-voting-rights-in-nevada>.
- <sup>65</sup> *Restoration of Voting Rights in Nevada*, NEVADA SECRETARY OF STATE, <https://www.nvsos.gov/sos/elections/voters/restoration-of-voting-rights-in-nevada>.
- <sup>66</sup> NEV. REV. STAT. ANN. § 293.2546(5) (West 2020).
- <sup>67</sup> *Id.* § 293.297.
- <sup>68</sup> *Id.* § 293.3081.
- <sup>69</sup> *Id.* § 293.3082(1).
- <sup>70</sup> *Id.* § 293.3082(2).
- <sup>71</sup> *Id.* § 293.740(1).
- <sup>72</sup> *Id.* at § 293.740(4).
- <sup>73</sup> *Id.* § 293.710.
- <sup>74</sup> *Id.*
- <sup>75</sup> *Id.* § 293.730.

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<sup>76</sup> *Id.*

<sup>77</sup> *Id.* § 293.274(1)-(2).

<sup>78</sup> *Id.* § 293.274(3).

<sup>79</sup> *Secretary Cegavske Announces Plan to Conduct the June 9, 2020 Primary Election by All Mail*, NEVADA SECRETARY OF STATE (Mar. 24, 2020, 3:58 PM), <https://www.nvsos.gov/sos/Home/Components/News/News/2823/309>.

<sup>80</sup> *Id.*

<sup>81</sup> *2020 General Election*, NEVADA SECRETARY OF STATE, <https://www.nvsos.gov/sos/elections/election-information/2020-election/2020-general-election>; see also *Gov. Sisolak signs special session elections legislation*, STATE OF NEVADA (Aug. 3, 2020), [http://gov.nv.gov/News/Press/2020/Gov\\_Sisolak\\_signs\\_special\\_session\\_elections\\_legislation/](http://gov.nv.gov/News/Press/2020/Gov_Sisolak_signs_special_session_elections_legislation/); Act of Aug. 3, 2020, § 15, 2020 NEV. STAT. 18, 27.

<sup>82</sup> Act of Aug. 3, 2020, § 12, 2020 NEV. STAT. 18, 25.

<sup>83</sup> *Id.* §§ 19, 21.

<sup>84</sup> *2020 General Election*, NEVADA SECRETARY OF STATE, <https://www.nvsos.gov/sos/elections/election-information/2020-election/2020-general-election>

<sup>85</sup> We credit Board of Elections in the City of New York, *Poll Workers' Manual 9-11* (2012) for many of the tips included here. Special thanks to Sharon Dolente, ACLU of Michigan, for her insight and direction on this section.

<sup>86</sup> *Elections*, PERSHING COUNTY, NV, <https://www.pershingcountynv.gov/government/clerk-treasurer/elections.php>.

<sup>87</sup> *County Clerk Contact Information*, NEVADA SECRETARY OF STATE, <https://www.nvsos.gov/sos/elections/voters/county-clerk-contact-information>.