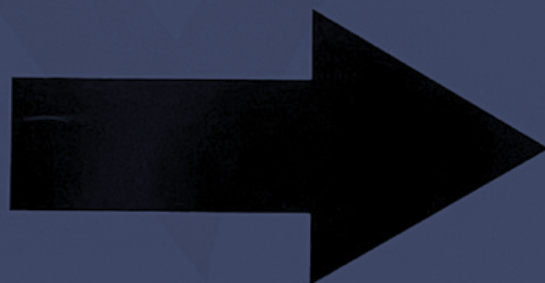


WATER STREET DISTRICT

ELECTIONS ADMINISTRATION POLICIES AND PROCEDURES

MANUAL | JANUARY 2024

**VOTE &
BALLOT
DROP-OFF**



HENDERSON™

HENDERSON



INTRODUCTION

The Henderson City Clerk's Office is pleased to present this new Elections Administration Policies and Procedures Manual. Over the course of the most recent primary, general, and special election cycles, there were many lessons learned and insights gained. Our office has made a concerted effort to memorialize the most up-to-date information for candidates and the public as it relates to the governance and management of municipal elections in the City of Henderson. This manual is comprehensive and detailed while providing information that is both accessible and easy to understand. We encourage everyone to review the manual and to contact our office with any questions or inquiries.



We would like to thank the City Attorney's Office, City of Henderson Office of Emergency Management, the Henderson Police Department, and the Parks and Recreation Department for their collaboration in putting this manual together. Special thanks to Lorena Portillo, Clark County Registrar of Voters, and Nevada Secretary of State Francisco Aguilar, as well as Assistant Secretary of State for Elections, Mark Wlaschin, for their invaluable advice and continued collaboration.

Thank you for your attention and remember get out and VOTE!

A handwritten signature in black ink that reads "Jose Luis Valdez". The signature is fluid and cursive, with the first name "Jose" and last name "Valdez" clearly legible.

Jose Luis Valdez, CMC
City Clerk

TABLE OF CONTENTS

1.	Emergency Management	4
2.	Contingency Planning	5
3.	Physical Security	6
4.	Use of City Facilities & Resources	7
5.	Campaigning, Electioneering and Signage Policy	9
6.	Field Registrars and Voter Registration	13
7.	Ballot Drop Box	14
8.	Election Volunteers	15
9.	Redistricting/Ward Map	16
10.	Community Engagement	18
11.	Candidate Communications and Social Media	18
12.	City of Henderson Election Calendar	19

EMERGENCY MANAGEMENT

The National Preparedness Goal reads: "A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." The 5 Mission Areas of Emergency Management are: Prevention; Protection; Mitigation; Response; and Recovery with 32 associated Core Capabilities. Capability is measured in relation to identified threats and hazards and all efforts of emergency preparedness are related to capability development. This is certainly the case with the work of the Office of Emergency Preparedness, Division of Emergency Management, City of Henderson.

Arguably, there is nothing more significant to the United States of America than secure election processes, beginning at the local levels. The City of Henderson City Clerk's Office and Division of Emergency Management have developed a collaborative relationship to address capability development as it relates to election processes. By implementing best practices of the National Incident Management System and the Homeland Security Exercise and Evaluation Program associated with planning for and managing events, as well as with the support for the wellness of election and volunteers, the City Clerk consistently holds elections that are secure, efficient, and instill confidence in the City of Henderson for all stakeholders.



CONTINGENCY PLANNING

The City Clerk's Office works to provide elections that are safe and secure, that provide a positive voting experience, and that provide for the timely reporting of election results. An important component of the election planning process is contingency planning. As described previously, the Emergency Management Division supports the City Clerk's Office by implementing best practices of the *National Incident Management System* and the *Homeland Security Exercise and Evaluation Program*.

In collaboration with the Division of Emergency Management, the City Clerk's Office implements a planning process consistent with the Incident Command System and National Incident Management System (NIMS) principles. The planning process engages stakeholders from within the City of Henderson, to include Henderson Police Department, Henderson Fire Department, and Parks and Recreation. It also includes external stakeholders at the County and State levels. Additionally, the development and implementation of tabletop exercises, in light of probable threats and hazards, allows the planning group to challenge election event plans to identify specific capability gaps that result in action items that can frequently be addressed prior to the election. Both planning and exercise processes contribute to the development of contingency planning. Effective contingency planning is central to a secure election process.





PHYSICAL SECURITY

The Henderson Police Department is responsible for providing law enforcement services in the City of Henderson and for providing physical security at City Hall and the surrounding buildings.

Prior to elections, the Henderson Police Department will provide Henderson City Hall poll workers with training in effective communication and de-escalation tactics.

During the operational hours of City Hall, there will be a police officer and/or a security officer on site to provide an immediate response to any need for law enforcement assistance. When City Hall serves as a polling location, a handheld radio will be provided to staff at the location to allow direct communication with City Hall security. Should an issue arise with the handheld radio and police assistance is needed, staff should contact **Henderson Police Communications via 911 (emergency) or 702-267-5000 or 311 (non-emergency)**. City Hall security will be notified in advance when the site will serve as a polling location, so they have situational awareness and provide additional patrols of the specified location.

There are often polling locations throughout the city which are located at community centers, shopping centers, or other locations. These locations and the dates each one is operational are shared with the Henderson Police Department so patrol officers are aware and can provide extra patrol. If police assistance is needed at any of these locations, staff should contact **Henderson Police Communications via 911 (emergency) or 702-267-5000 or 311 (non-emergency)**.



USE OF CITY FACILITIES AND RESOURCES

The First Amendment protects a wide range of political and campaign activities in areas that are traditionally recognized as public forums. Candidates can generally conduct campaign activities in these areas so long as those activities do not violate other generally applicable rules and regulations (i.e. violation of the City's noise-control ordinances, littering, impeding traffic).

Other Parks and Recreation facilities are considered limited public forums – such as the City's recreation and senior centers. In these facilities, campaign activities are more limited.

With these concepts in mind, the City offers the following guidance for Parks and Recreation property and facilities.

PARKS

Political and campaign activities are allowed at City parks during normal hours of operation and in compliance with generally applicable park rules, including those set forth in HMC2.27.030. If a candidate intends to have an event that is likely to have 25 or more people, a reservation and/or permit will be required. A political candidate cannot exclude others from an event without a reservation or permit.

SENIOR CENTERS

The City limits activities at its senior centers to those that interest and benefit its senior residents. Political and campaign activities do not meet these criteria and are limited. Candidates may rent a room or other rentable area at the senior centers to conduct events that otherwise comply with the facilities' generally applicable rules. Campaign materials may not be handed out or placed inside the senior centers, other than in specifically designated areas or in a rented space for the duration of the event. Candidates may not hold events or conduct campaign activities during the senior lunches offered by the City.

RECREATION CENTERS

The City intends to limit activities at its recreation centers to those that promote and are in support of educational and recreation activities. Political and campaign activities do not meet these criteria and are limited. Candidates may rent a room or other rentable area at a recreation center to conduct events that otherwise comply with the facilities' generally

applicable rules. Campaign materials may not be handed out or placed inside the City's recreation centers, other than in specifically designated areas or in a rented space for the duration of the event.

FAQs

Can I set up a table and conduct political or campaign activity in the hallway, lobby, or other open space inside a recreation center or senior center?

No. Campaign and political activities can only be conducted in an area secured by a rental, and the City does not rent its hallways, lobbies, and certain other open spaces for campaign or political purposes.

Can candidates attend the City's sponsored senior center lunches?

Yes. However, candidates cannot conduct political or campaign activities such as handing out campaign materials, making speeches, holding meet-and-greets or table walks during the City's lunches.

Can candidates preside over or attend privately sponsored events?

Yes. Candidates may attend private events if permitted by the private entity that is sponsoring an event; however, candidates may not conduct political or campaign activities during, or preside over, City-sponsored events.

Can candidates march in parades?

It depends. For parades sponsored by private entities, the private entities control who may participate in a parade. For City-sponsored or other public parades that are open to entrants, candidates may participate so long as they abide by other generally applicable rules of the parade.

Can City staff assist me in running my event?

No. Other than for the things City staff would provide for other events (i.e. room set-up, trash disposal) City staff cannot assist you in running your event. This means that City staff cannot provide you with special support, wear your campaign material, hand out campaign items, or otherwise provide time or materials for a candidate's benefit.

CAMPAIGNING AND ELECTIONEERING

CAMPAIGNING AND ELECTIONEERING:

NRS 293.740 defines electioneering as campaigning for or against a candidate, ballot question, or political party by:

- Posting signs.
- Distributing literature.
- Using loudspeakers.
- Buying, selling, wearing, or displaying any badge, button, or other insignia, except that a person may wear political insignia while voting only if he/she is reasonably unable to cover it.
- Soliciting signatures of any kind.

The regulations governing electioneering and campaigning are in the Nevada Revised Statutes' sections 293.3572, 293.361 and 293.740. The rules differ for early voting and election day electioneering:

EARLY VOTING

- If the voting site is located on private property (mall, supermarket, etc.), no electioneering is allowed on the owner's property without the owner's permission (NRS 293.3572).
- If the voting site is located on public property, no one may electioneer within 100 feet of the entrance to the building or structure in which the polling place is located (NRS 293.361).

ELECTION DAY

- No one may electioneer within 100 feet of the entrance to the building or structure in which a polling place is located (NRS 293.740).

DESIGNATED PETITION AREAS:

NRS 293.12756 requires that "at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof" must designate an area "for the use of any person to gather signatures or a petition at any time that the building is open to the public." The City of Henderson has designated the following locations as designated petition areas:



CITY OF HENDERSON LOCATION

PETITION AREA IDENTIFIED

Animal Care & Control Facility	100 feet from the main public entrance
Black Mountain Recreation Center 599 Greenway Road	100 feet from the main public entrance
Bird Viewing Preserve 2400 Moser Drive	Open space on public side of entry gate
City Hall 240 Water Street	100 feet from the main public entrance
City Hall Annex 280 Water Street	100 feet from the main public entrance
Water Street Plaza 220 Water Street	Exterior sidewalk along east entry adjacent to Water Street Exterior sidewalk along west entry adjacent to Amphitheater
Special Programs & Services 302 Tin Street	100 feet from the main public entrance
Downtown Recreation Center 105 West Basic Road	100 feet from the main public entrance
Downtown Senior Center 27 East Texas Avenue	100 feet from the main public entrance
Emergency Services Facility 223 Lead Street	100 feet from the main public entrance
Central Police Substation 300 South Green Valley Parkway	100 feet from the main public entrance
Heritage Park Senior Facility 300 Racetrack Road	100 feet from the main public entrance
Justice Facility 243 Water Street	100 feet from the main public entrance
Henderson Multigenerational Center 250 Green Valley Parkway	100 feet from the main public entrance
North Police Substation 225 East Sunset Road	100 feet from the main public entrance

CITY OF HENDERSON LOCATION

PETITION AREA IDENTIFIED

Silver Springs Recreation Center 1951 Silver Springs Parkway	100 feet from the main public entrance
Valley View Recreation Center 500 Harris Street	100 feet from the main public entrance
Whitney Ranch Recreation Center 1575 Galleria Drive	100 feet from the main public entrance
West Police Station 2222 Via Inspirada	100 feet from the main public entrance



CAMPAIGN SIGNAGE

The City of Henderson (the "City") maintains content neutral sign regulations. This means the City does not regulate signage based on the message the sign conveys, but regulates signage based on the size, materials, and location of the sign. As part of this policy, the City does not apply different regulations to campaign signs than it applies to other temporary signage. This approach is intended to protect the First Amendment rights of City residents as interpreted in recent rulings of the U.S. Supreme Court regarding free speech and signage.

The City imposes reasonable locational restrictions and regulations governing the size and type of materials used in all temporary signs. Below is a summary of these provisions:

- Signs may not be located within City right of way (e.g., in streets, highways, and medians) and may not overhang, obstruct, or encroach upon any sidewalk, trail, or other public walkway.
- Signs may not impede traffic visibility for street corners and driveways or obstruct the view of any authorized traffic sign, signal, or device.
- Signs may not be affixed to the walls of any building, structure, equipment, pole (including public utility poles and permanent informational sign poles), or tree/landscaping.
- Signs must be of sufficient weight and crafting to withstand typical wind gusts and storms.
- Signs may not be placed on any property where the property owner has not expressly authorized the placement of the sign.

The City does not regulate the length of time a campaign sign may be posted; however, the City does request that campaign sign owners refrain from leaving signs posted after the completion of a general election if the sign is no longer intended to serve any expressive or informational purpose.

The City does impose height and square footage limitations for temporary signs, depending on the location and design of the sign. Those restrictions may be found in HMC Section 19.13.6. Other general prohibitions in City code regarding signage may be found in HMC 19.13.2.

FIELD REGISTRARS AND VOTER REGISTRATION

The City Clerk's Office (CCO) is a State of Nevada approved agency authorized to accept, process, and route voter registration applications. CCO staff act as field registrars, on behalf of the Clark County Election Department (CCED), to assist voters in processing new voter registration applications and updating existing information such as party affiliation and change of address.

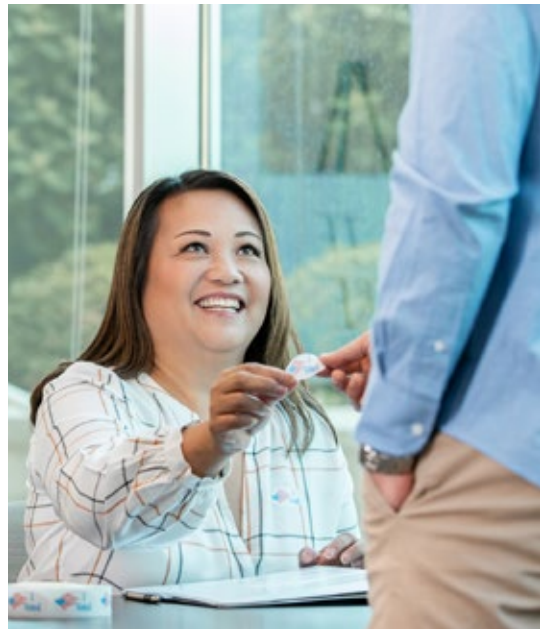
FIELD REGISTRARS

Field registrars are required to attend and pass a course provided by the CCED every six months. During training, field registrars are taught applicant qualifications and how to properly process the application.

VOTER REGISTRATION

There are multiple ways to register to vote in the state of Nevada including online, automatically at the Department of Motor Vehicles, and by Nevada Voter Registration Application (paper).

The CCO will assist customers to properly complete their Nevada Voter Registration Applications. Staff will ensure all eligibility requirements are met and will mail completed applications to the CCED within ten days.



City Clerk Office staff must complete a transmittal form and mail the applications to:

REGISTRAR OF VOTERS

Clark County Election Department
965 Trade Drive, Suite A
North Las Vegas, NV 89030-7802

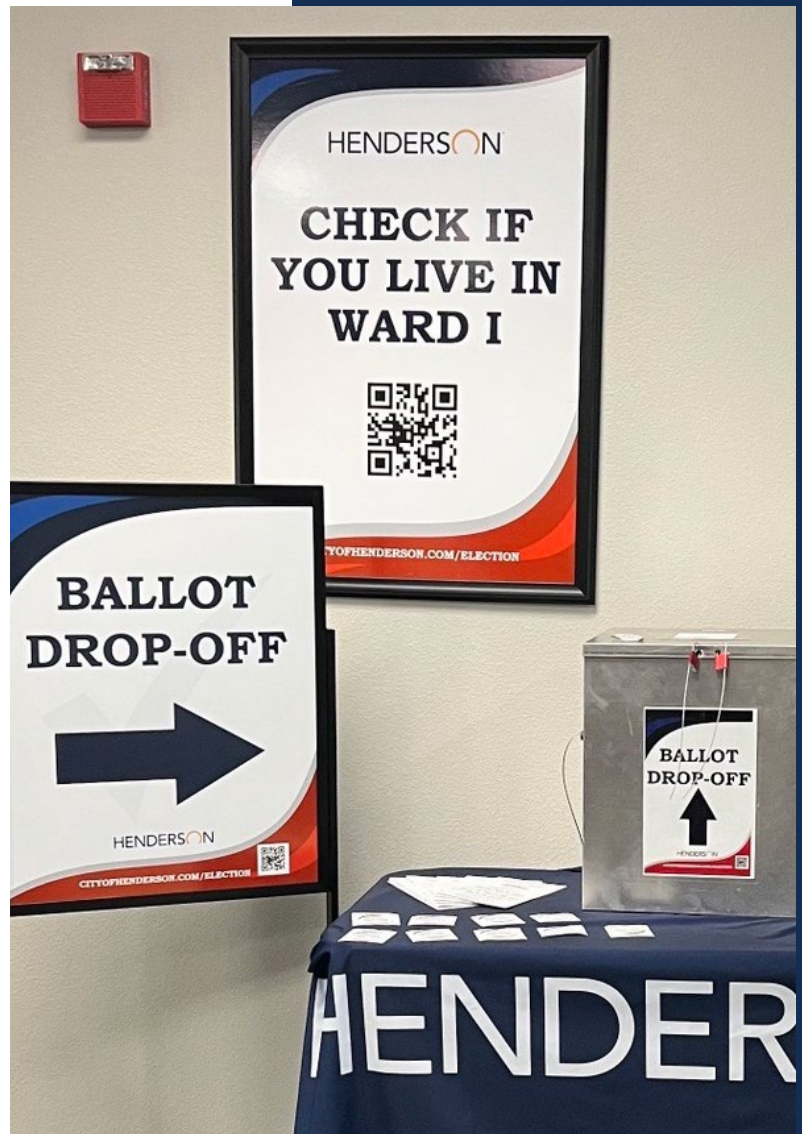
Applicants with a State of Nevada issued driver's license or identification card may register to vote online at:
www.nvsos.gov/SOSVoterServices/start.aspx

BALLOT DROP BOX

A ballot drop box is a receptacle where voters can return mail ballots in sealed and signed envelopes. The State of Nevada has requirements for drop boxes including: the number of drop boxes available, location, hours of availability, and security standards. During every election cycle, the Clark County Election Department (CCED) has drop boxes located throughout all of Henderson, including a location at Henderson City Hall.

The ballot drop box at City Hall is located in the Office of the City Clerk and is available for residents to drop off their mail ballots during regular business hours throughout the early voting period and on Election Day.

For security purposes, the ballot drop box must be securely fastened in a manner that prevents it from being tampered with or removed. Two City Clerk staff members must monitor the drop box at all times. At the end of every day, a CCED retrieval team, consisting of two or more members, will collect the locked ballot drop box and will replace it with an empty locked ballot drop box. The retrieval team will then deliver the locked ballot drop box with ballots to the Election Department for counting. City Clerk staff will ensure the ballot drop box is locked at all times when not available for submission of mail ballots.





ELECTION VOLUNTEERS

One of the City of Henderson's greatest assets is our sense of community. This is demonstrated by the generosity of the citizens of Henderson who give of their time and talents serving as volunteers. Working as an election volunteer is dynamic, challenging, and rewarding.

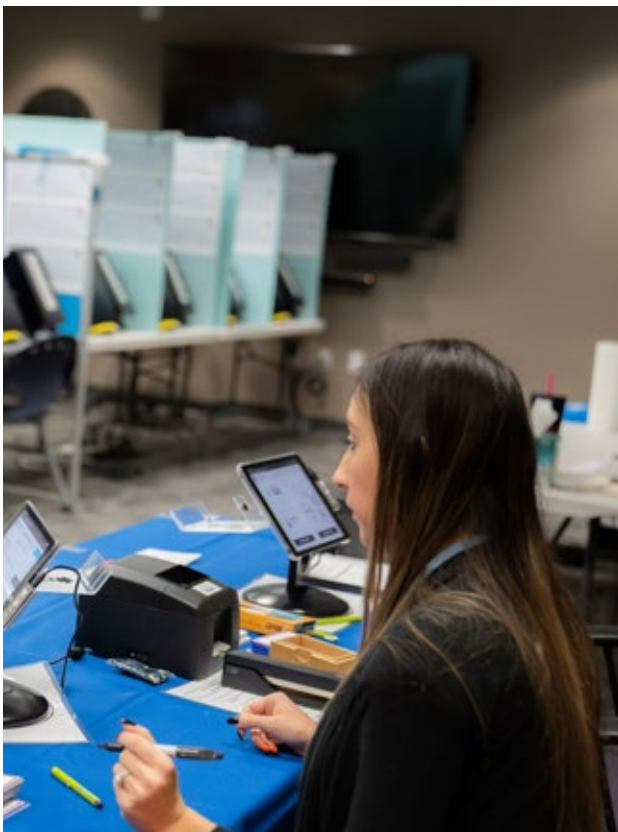
REQUIREMENTS

All poll workers must meet all the requirements below:

- Be a registered voter in Clark County, NV, or be enrolled in high school and at least 16 years of age.
- Not be a candidate or a relative of a candidate for nomination or election in 2024.
- Not be a poll watcher or observer during any election you work.
- Successfully complete the Clark County Election Department's training if required.

CAMPAIGN SIGNAGE

- Email: **PollWorker@ClarkCountyNV.gov**; or
- Call: The Election Department at **(702) 455-2815**; or
- Go to: **www.ClarkCountyNV.gov/vote**, log into "Registered Voter Services" and select "Apply to be a Poll Worker" from the drop-down menu.



REDISTRICTING AND WARD MAP

Nevada Revised Statutes 266.095 and the City of Henderson Charter, Section 1.040 mandates the City must change the boundaries of the wards to ensure that the population of any ward does not exceed the population of any other ward by more than five percent. If the population difference is greater than five percent, a new ward map must be adopted and the following criteria must be met:

- The ward boundary changes must be made six months prior to the deadline for a candidate to file a declaration of candidacy.
- No precinct may be split.
- All precincts within a ward are contiguous.
- Ward boundary changes may not occur in the year of a general election.

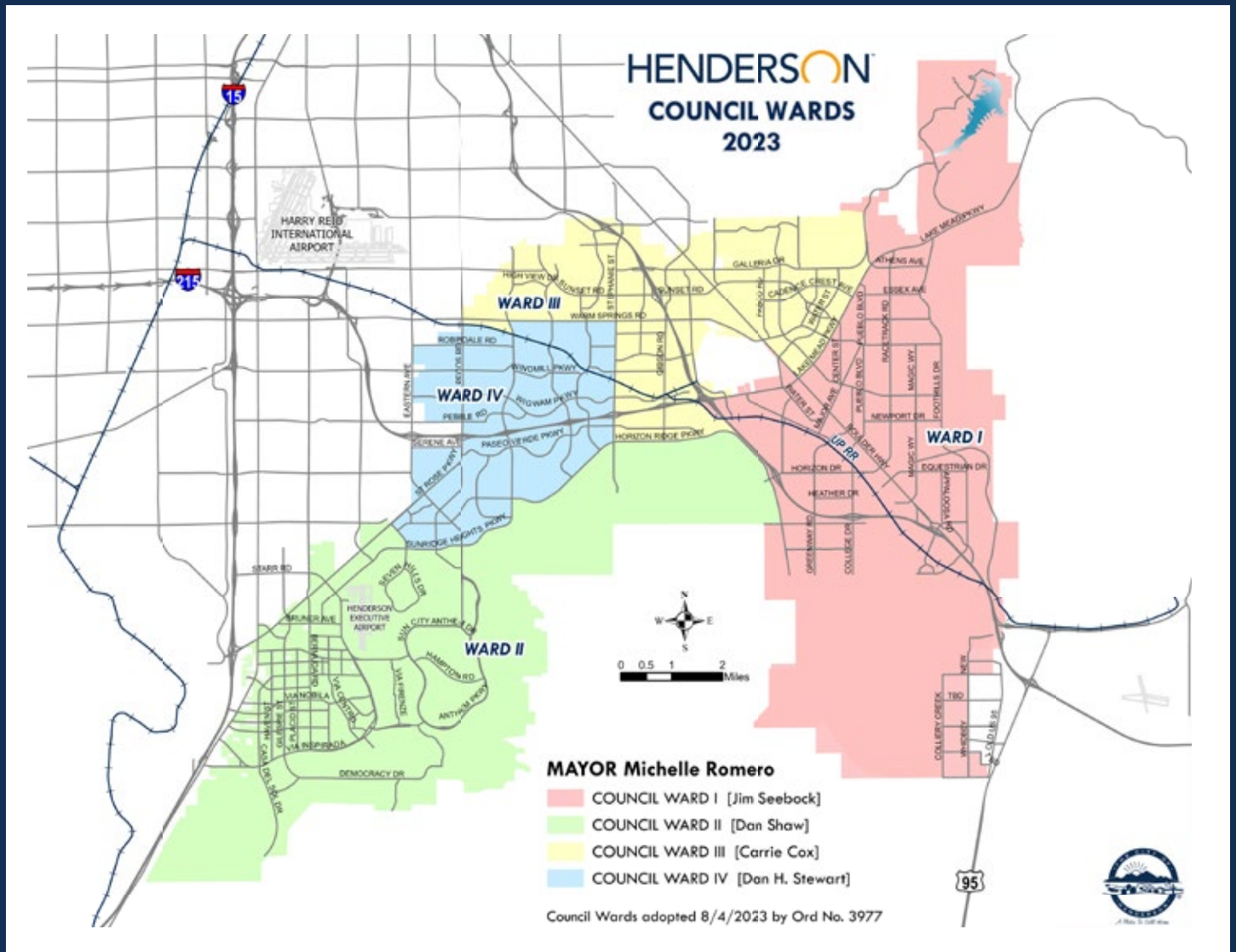
PROCEDURE

The City Clerk will develop a timeline to ensure that all deadlines and NRS requirements are met.

The City Demographer will calculate population estimates twice each year using the Clark County Assessor's records, City of Henderson data, and data received from the US Census Bureau. If the population figures provided by the City Demographer indicate that the population in any ward exceeds the population in any other ward by more than five percent, new ward boundaries will be drafted to evenly distribute the population amongst the four wards. GIS staff will create a series of draft ward boundary map options.

The City Clerk will brief the Mayor and Council on the draft ward boundary map options, and the Elections Administrator will draft an ordinance and an agenda item to be reviewed by the City Attorney's Office.

Upon adoption of one of the ward map options by the City Council, the Elections Administrator will send a copy of the ordinance and new ward map to the Clark County Election Department. The new ward map will be effective upon adoption and will be uploaded onto the City of Henderson website immediately.



COMMUNITY ENGAGEMENT

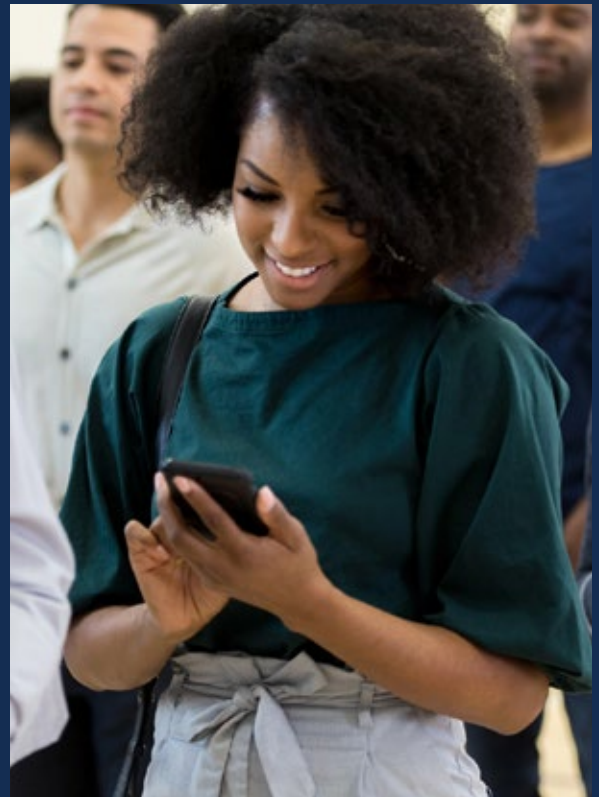
The City of Henderson is proud of our sense of community. By using Contact Henderson, residents are able to contact City staff directly with their comments, compliments, and suggestions and receive timely responses to their inquiries. If citizens have a smartphone, they can download the City of Henderson Mobile App from iTunes or the Google store and contact the City directly from their phone.

Language assistance that supports voting in written and oral forms include:

- Voter materials, both paper and electronic, are available in English, Spanish, and Tagalog.
- Notices are published in language community newspapers and websites.
- Multilingual signage is posted at polling locations, election offices, registration offices, and other sites.
- All polling locations are staffed with bilingual poll workers.

Henderson has several resources available for individuals with disabilities:

- The Effective Absentee System for Elections (EASE) is an entirely electronic online resource for individuals with disabilities to register to vote privately and independently, access their mail ballot, mark their mail ballot, and return their mail ballot.
- Accessible polling locations to voters with disabilities.
- Accessible voting machines for persons with disabilities.
- Large-print sample ballots for visually-impaired voters.



CANDIDATE COMMUNICATIONS AND SOCIAL MEDIA

All communications by candidates with members of the Henderson City Council and City staff using email, text messages, and/or social media platforms is subject to applicable provisions of the Nevada Public Records Act and the Nevada Open Meeting Law on all personal and City-issued devices.

Use of the City of Henderson brand marks (logos) by third parties must be requested through the Communications Department and is subject to review and approval. The Communications Department is responsible for governing the City's brand and maintaining the City's brand standards and reserves the right to refuse or deny any use not in compliance with the branding directive.

CITY OF HENDERSON 2024 ELECTION CALENDAR

PRESIDENTIAL PREFERENCE PRIMARY (PPP)

(FOR THE OFFICE OF PRESIDENT ONLY)

Early Voting: January 27 – February 2, 2024

Election Day: February 6, 2024

PRIMARY ELECTION

(FOR ALL MUNICIPAL, STATE, AND FEDERAL OFFICES)

Early Voting: May 25 – June 7, 2024

Election Day: June 11, 2024

[NRS 293C.175 & City Charter 5.010(1)(b)]

GENERAL ELECTION

(FOR ALL MUNICIPAL, STATE, AND FEDERAL OFFICES)

Early Voting: October 19 – November 1, 2024

Election Day: November 5, 2024

[NRS 293C.140 & City Charter 5.020(2)]

CITY OF HENDERSON OFFICES UP FOR ELECTION:

- City Councilman, Ward I (4-year term)
- City Councilman, Ward II (4-year term)
- City Councilman, Ward IV (4-year term)
- Municipal Court Judge, Department 3
(6-year term)

The City Council shall meet at any time within 10 days after any election to canvass the returns and declare the result. [City Charter 5.100(2)]

The City Clerk, under his hand and official seal, shall issue to each person elected a certificate of election. The officers so elected shall qualify and enter upon the discharge of their respective duties at the first regular meeting of the City Council held in January of the year following the general municipal election.
[City Charter 5.100(3)].

HENDERSON
CITY HALL

CITY OF HENDERSON

**240 S. Water Street
Henderson, NV 89015
cityofhenderson.com**

