

# CITY OF FALLON



## CANDIDATE FILING PACKET

March 4 - 15, 2024

City Clerk/Treasurer's Office

55 W. Williams Ave., Fallon, NV 89406

Phone: 775-423-5104 or Email: [elections@fallonnevada.gov](mailto:elections@fallonnevada.gov)

# CANDIDATE FILING PROCESS

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## **Offices that File with the City Clerk:**

Council Member Ward 2

Mayor

## **How to File for Candidacy:**

All candidate filing documents are now available online through the Nevada Secretary of States portal:

<https://www.nvsos.gov/SOSCandidateServices/AnonymousAccess/CF/CandidateFiling.aspx>

You can enter your information online in advance or we can enter your information for you when you are ready to file.

You can print your filing documents at home, or we can print them for you at the time of filing.

**Either way, you MUST appear in person at the Clerk's Office during the candidate filing period to officially file for office. Please contact the Clerk's Office for further instructions if you are unable to appear in person.**

## **When and Where to File for Candidacy:**

Candidates may file on March 4 - 15, 2024, Monday - Friday, from 8:00 am - 5:00 pm in the City Clerk/Treasurer's Office at 55 W. Williams Ave., Fallon, NV.

## **What to Bring When Filing for Candidacy:**

Required Candidate Packet Forms

- 2024 Candidate Information Sheet

Identification –

- A government- issued valid driver's license or identification card containing your photograph and residential address\*; or
- A current utility bill, bank statement, paycheck, or government-issued document, such as a check, containing your name and residential address.

\*If your drivers license or ID card does not show your current residential address, additional documentation with your current residential address will be required at the time of filing.

Payment –

- Filing fees must be paid by cash, cashier's check, or certified check. Personal checks are not allowed (NRS 293.193)
  - \$100.00

## 2024 CANDIDATE INFORMATION

Full name of candidate: \_\_\_\_\_

Office filing for: \_\_\_\_\_

District (if applicable): \_\_\_\_\_

Political affiliation (if Partisan Office): \_\_\_\_\_

Address where candidate resides:

\_\_\_\_\_

Mailing address (released to public/media): \_\_\_\_\_

E-mail address (released to public/media): \_\_\_\_\_

Telephone number (released to public/media): \_\_\_\_\_

Name to appear on ballot: \_\_\_\_\_

Name to appear on certificate of election: \_\_\_\_\_

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### CHECKLIST FOR OFFICE USE ONLY

- Declaration of Candidacy (copy to candidate)
- Proof of Residence (make copy of DL/proof of residence)
- Advise candidate of all report filings and due dates (Judicial Statement of Financial Disclosure, Campaign Contributions and Expense Reports and Acknowledgment of Ethical Standards)
- Candidate Acknowledgement/Online Filing Instructions (copy to candidate)
- Code of Fair Campaign Practices (copy to candidate)
- Collect \$100.00 Candidate Filing Fee & issue receipt (cash, cashier's check or money order)

Filing Officer's Initials \_\_\_\_\_

# REPORT FILING

## DUE DATES & INSTRUCTIONS

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### FINANCIAL DISCLOSURE STATEMENT

**DUE BY: MARCH 25, 2024**

*Pursuant to NRS 281.561(1)(a), all candidates seeking public office entitle to receive \$6,000 or more are required to file a FDS electronically with the Secretary of State, no later than the 10<sup>th</sup> day after the last day to qualify as a candidate for the office.*

*If elected: All state and local elected officials, pursuant to NRS 281, are required to file a FDS with the Secretary of State by January 15<sup>th</sup> of each year.*

### CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORTS

**DUE:** Report 1 – **APRIL 15, 2024** (for period of January 1 to March 31, 2024)  
Report 2 – **JULY 15, 2024** (for period of April 1 to June 30, 2024)  
Report 3 – **OCTOBER 15, 2024** (for period of July 1 to September 30, 2024)  
Report 4 – **JANUARY 15, 2025** (for period of October 1 to December 31, 2024)  
Annual – **JANUARY 15, 2025** (for period of January 1 to December 31, 2024)

*As a candidate, you are required to file all Contribution and Expenses (C&E) reports as required by NRS 294A.350, even if*

- (a) Withdraws his or her candidacy;*
- (b) Ends his or her campaign without withdrawing his or her candidacy;*
- (c) Receives no contributions;*
- (d) Has no campaign expenses;*
- (e) Is not opposed in the election by another candidate;*
- (f) Is defeated in the primary election;*
- (g) Is removed from the ballot by court order; or*
- (h) Is the subject of a petition to recall and the special election is not held.*

### WHERE TO FILE

*Pursuant to NRS 294A.120(6), 294A.200(7), 281.559(1) & 281.561(1) the Financial Disclosure Statement and Campaign Contribution and Expenditure Reports must be filed **electronically** with the Secretary of State using the AURORA campaign finance filing system, which can be found at: [www.nvsos.gov](http://www.nvsos.gov)*

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### NEVADA ACKNOWLEDGEMENT OF ETHICAL STANDARDS

**DUE BY: JANUARY 15, 2024**

*If elected: This acknowledgement needs to be completed and submitted to the Nevada Commission on Ethics. Form must be filed electronically at: [www.ethics.nv.gov](http://www.ethics.nv.gov)*



## How to file Financial Disclosure Statement (FDS) and Contributions and Expenses (C&E) Reports in Aurora

- Access the Secretary of State's Website at: [www.nvsos.gov](http://www.nvsos.gov)
- Select the blue Campaign Finance button (left side of screen) listed under Business Services.
- The "AURORA Campaign Finance Disclosure System" comes up
- Login if you already have an Aurora online filing account; OR
- Create a new account (Click green button)

### Creating a New Account

Click the green "Create a New Account" button and then you will enter your Login, Password, Name, Email and Association (for "Association" you will need to select "Individual"). Scroll down to put in your new information under "Enter New Individual". Please save this information in a secure location for future reference.

### Filing a Financial Disclosure Statement

- Go to [www.nvsos.gov](http://www.nvsos.gov)
- Scroll down and click on Campaign Finance blue button and the Aurora system will come up
- Click Login to file Reports
- Login with your login name and password
- Click on File a New Report
- Click on Financial Disclosure Statements
- A list of reports comes up. Please select the appropriate report to file.
- You will be required to fill in the boxes for "Length of Residence in NV" and "Length of Residence in District Where Registered to Vote."
- Select Save & Proceed at the bottom of the page before moving on.
- Begin entering your financial disclosure information as required in Sections 1 through 8.
- Select the blue plus sign (+) to enter or a new record; be sure to select the blue checkmark (✓) after each entry.
- If you have nothing to disclose in a particular section, be sure to select that you have "nothing to declare".
- You should refer to NRS Chapter 281 should you have any questions as to what financial information you are required to disclose.
- When you are ready to submit your FDS you will need to select "Submit Report" on

the summary page.

- You will then be required to Declare Under Penalty of Perjury OR Under God that the statement you are submitting is true and correct. You will also be required to agree to the Terms & Conditions and type in your name in the box before you may formally submit your report.

Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Saved Filings” page. If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at 775-684-5705 or [nvelect@sos.nv.gov](mailto:nvelect@sos.nv.gov) to resolve the penalty fee.

If you have mistakenly entered incorrect information, there is no way to edit a FDS report once it has been filed. You may complete an amended report with the correct information which will supersede the first filing.

### **Filing a Contribution and Expenses Report**

- Go to [www.nvsos.gov](http://www.nvsos.gov),
- Scroll down and click on Campaign Finance blue button and the Aurora system will come up
- click Login to file Reports
- login with your login name and password
- click on File a New Report
- click on Contributions & Expenses Reports
- A list of reports will come up. Please select the appropriate report to file.

To begin entering contributions and expenses, please scroll down to the bottom of the page where there is a drop down for entering different types of contributions and expenses.

- You will enter contributions and/or expenses one at a time. For each contribution or expense, you will be required to enter certain information required by law. When you have finished entering the necessary information for an entry, select “Save and Add Another” to continue to your next entry.
- If you are entering in a loan and select “Check here if loan”, 2 more boxes will appear on the page. If the loan IS NOT guaranteed by a 3<sup>rd</sup> party or a forgiven loan you may disregard the two boxes.
- Be sure to fill in Lines 7 and 11 of the summary page, which requires you to report the aggregate total of your individual contributions and expenses that do not exceed \$100.
- You may enter contributions and expenses at any time and save your entries as a draft by simply selecting “Exit” at the bottom of the summary page. You will be able to access your draft report on the “My Saved Filings” page.
- Refer to NRS Chapter 294A should you have any questions as to what you are required to report.

When you are finished entering in contributions and expenses, it is recommended that you review

your report prior to submitting it.

- On the summary page, select “Printer Friendly Report” to review your report prior to submission.
- Please make sure that your contributions and expenses have been entered accurately and are being reported into the correct category.

When you are ready to submit your C&E, select “Submit Report” on the summary page.

- You will then be required to Declare Under Penalty of Perjury or Under God that the statement you are submitting is true and correct. You will also be required to agree to the Terms & Conditions and type in your name before you formally submit your report.
- This page also allows you to review your C&E prior to submission by selecting “Review C&E one last time in its entirety.”
- When you are ready to submit, select “Submit this Report Now.”
- Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Saved Filings” page.
- If you have mistakenly entered incorrect information, there is no way to edit a C&E report once it has been filed. You may complete an amended report with the correct information which will supersede the first filing.
- If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at 775-684-5705 or [nvelect@sos.nv.gov](mailto:nvelect@sos.nv.gov) to resolve the penalty fee.

# State of Nevada



## CAMPAIGN GUIDE

2024

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# PREFACE

The Secretary of State’s office has prepared this brief summary of information pertaining to Nevada’s Election Laws to provide a general understanding of the requirements for campaign procedures and conduct, as printed in Chapters 293 and 294A of the Nevada Revised Statutes (NRS) and other pertinent sections of the Nevada Constitution, Title 24 of the NRS, and the Nevada Administrative Code (NAC). The purpose of this guide is to provide a general understanding of the requirements for campaign procedures and conduct. **It is important to note that this guide is for general information only. It does not have the force and effect of Nevada law, regulation, or rule.** Interested citizens should obtain the most recent version of the NRS since Nevada’s election laws are amended each legislative session. Interested parties should also be aware that election issues are periodically addressed by the Attorney General, or by state or federal courts. Due to the general scope of this guide, some of these issues may not be addressed here. Interested parties should review Attorney General Opinions and court decisions. Please contact the Secretary of State or a Nevada attorney with any specific questions.

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## **Important Notice regarding late fees for Contributions and Expenses (C&E) reports and Financial Disclosure Statements (FDS):**

Effective July 17, 2023, there will be an additional non-refundable credit card payment processing fee of 2.5% added to the filing total.

If you do not wish to pay the fee, you may remit your payments via mail with a check or money order. You may also pay in person at the Carson City Secretary of State’s office with cash, check, or money order, or at our N. Las Vegas office via check or money order in the drop-box.

# FILING FOR CANDIDACY

## ○ FILING OFFICER

The Secretary of State is the filing officer for all statewide offices, as well as those offices that represent districts comprised of more than one county. The County Clerk, or the Registrar of Voters in Clark and Washoe counties, is the filing officer for county and township offices, including offices elected from districts completely within one county or part of one county ([NRS 293.185](#)). The City Clerk is the filing officer for offices that are elected at municipal elections ([NRS 293C.175](#)).

The Secretary of State is the filing officer for all federal offices except for United States House of Representatives, Districts 1 and 3. The Clark County Registrar of Voters is the filing officer for those federal offices.

## ○ DEADLINE FOR DECLARING CANDIDACY FOR JUDICIAL:

The first day of candidate filing for judicial candidates is Monday, January 8, 2024. The last day to file is no later than 5 p.m., Friday, January 19, 2024. Any declaration that is mailed must be received in the appropriate filing office by 5:00 p.m. on Friday, January 19, 2024 ([NRS 293.177](#))

## ○ DEADLINES FOR DECLARING CANDIDACY FOR NON-JUDICIAL: MARCH 4– 15, 2024

The first day of candidate filing for non-judicial candidates is Monday, March 4, 2024. The last day to file is no later than 5 p.m., Friday, March 15, 2024. Any declaration that is mailed must be received in the appropriate filing office by 5:00 p.m. on Friday, March 15, 2024 ([NRS 293.177](#)). Please note that in some municipalities, filing deadlines for municipal offices may be different if the municipality holds its primary and general elections on dates other than the dates for the statewide primary and general elections.

## ○ USING A NICKNAME ON THE BALLOT

A nickname of not more than ten (10) letters may be used on the ballot; however, it must be in quotation marks and appear immediately before the candidate's surname. A nickname must not indicate any political, economic, social, or religious view or affiliation and must not be the name of any person, living or dead, whose reputation is known on a statewide, nationwide, or worldwide basis. The nickname must not, in any way, deceive a voter regarding the person or principles for which he or she is voting ([NRS 293.2565](#)).

## ○ CANDIDATES WITH THE SAME SURNAME

If two or more candidates have the same given name or surname so similar as to likely cause confusion and neither of the candidates is an incumbent, then the middle names or middle initials, if any, must be included on the ballot. If one of the candidates is an incumbent, the name of the incumbent must be listed first and the word “incumbent” must appear next to the name of the candidate who is the incumbent ([NRS 293.2565](#)).

## ○ CHANGING NAME ON THE BALLOT

A candidate may change the way his or her name will appear on the ballot by filing a written request to amend the declaration of candidacy. The candidate must file the request in person with the filing officer with whom the candidate filed his or her declaration of candidacy not later than 5 p.m. on the last day to file for office ([NAC 293.081](#)).

○ **FILING FEES**

Filing fees must be paid in cash, cashier's check, or certified check. Personal checks or credit/debit cards are not accepted. The filing fees are as follows ([NRS 293.193](#)):

<b>United States Senator</b>	<b>\$500</b>
<b>Representative in Congress</b>	<b>\$300</b>
<b>Governor</b>	<b>\$300</b>
<b>Lieutenant Governor</b>	<b>\$200</b>
<b>Justice of the Supreme Court</b>	<b>\$300</b>
<b>Court of Appeals Judges</b>	<b>\$200</b>
<b>Any state office, other than Governor or Justice of the Supreme Court</b>	<b>\$200</b>
<b>District Judge</b>	<b>\$150</b>
<b>Any County Office</b>	<b>\$100</b>
<b>State Senator or Assemblyperson</b>	<b>\$100</b>
<b>Justice of the Peace</b>	<b>\$100</b>
<b>Any district office other than District Judge</b>	<b>\$30</b>
<b>Constable or another town or township office</b>	<b>\$30</b>
<b>University Board of Regents*</b>	<b>\$0</b>

\* No filing fee is required from a candidate for an office if the office holder receives no compensation ([NRS 293.193](#)).

○ **RETURN OF FILING FEES**

If an independent candidate fails to receive enough signatures on a petition to appear on the ballot, the filing fee of the independent candidate must be returned to the candidate. The filing officer to whom the fee was paid must return the fee within ten (10) business days after the date on which a final determination is made that the candidate did not receive enough signatures ([NRS 293.194](#)). Except for independent candidates, filing fees are not refundable ([NRS 293.193](#)).

○ **DEADLINE FOR CHANGING POLITICAL PARTY AFFILIATION PRIOR TO DECLARING CANDIDACY**

A person may NOT be a candidate of a major political party for partisan office in 2024 if:

- He/she changed political party affiliation after December 31, 2023; **or**
- He/she changed from nonpartisan to a designation of a political party affiliation on an application to register to vote in Nevada or in any other state after December 31, 2023 ([NRS 293.176](#)).

Please note that the party change prohibition does not apply to a person who is a candidate of a political party that was not in existence prior to December 31, 2023, or to candidates of a minor political party ([NRS 293.176](#)). Also note that a person may change from any political party affiliation to nonpartisan and run for office in 2024.

○ **WRITE-IN CANDIDATES**

Nevada law prohibits write-in candidacies or write-in votes of any kind (NRS 293.270).

# CONDUCTING A CAMPAIGN

## ○ CODE OF FAIR CAMPAIGN PRACTICES

The Code of Fair Campaign Practices is a voluntary code to which a candidate may subscribe. It states certain principles by which a fair and ethical campaign should be run. A candidate who subscribes to the Code may indicate so on his or her campaign literature. A copy of the Code of Fair Campaign Practices is provided to each candidate at the time of filing ([NRS 294A.290](#)).

## ○ USE OF THE TERM “RE-ELECT” AND IMPLYING INCUMBENCY

Nevada law prohibits a candidate’s use of the term “re-elect” in any campaign materials or statements unless that candidate is the incumbent (NRS 294A.330). Nevada law also prohibits a candidate’s use of other words that falsely imply the candidate is the incumbent (NRS 294A.340).

## ○ PERSUASIVE POLLS

If a candidate, political party, committee sponsored by a political party, or committee for political action requests or compensates a person to conduct or cause to be conducted a persuasive poll or produce an automated or computerized message by telephone concerning a candidate, the person conducting the poll shall disclose, at the end of the poll, the name and telephone number of the candidate, political party, committee sponsored by a political party, or committee for political action that requested or compensated the person for the poll ([NRS 294A.341](#)). Each violation is subject to a civil penalty of up to \$5,000 ([NRS 294A.343](#)).

The term “persuasive poll” is defined as the canvassing of persons, by means other than an established method of scientific sampling, by asking questions or offering information concerning a candidate which is designed to provide information that is negative or derogatory about the candidate or the candidate’s family. The term does not include a poll that is conducted only to measure the public’s opinion about or reaction to an issue, fact or theme ([NRS 294A.341](#)).

## ○ DISCLOSURES ON CAMPAIGN MATERIALS

A candidate, committee for political action, political party, or committee sponsored by a political party that expends more than \$100 for the purpose of financing a communication through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general public political advertising shall disclose on the communication that it was paid for by the candidate, committee for political action, political party, or committee sponsored by a political party ([NRS 294A.348](#)).

If a communication is approved by a candidate, in addition to disclosing on the communication that it was paid for by the candidate, the communication must state that the candidate approved the communication and disclose the street address, telephone number, and internet address, if any, of the person, committee for political action, political party, or committee sponsored by a political party that paid for the communication ([NRS 294A.348](#)).

A candidate, committee for political action, political party, or committee sponsored by a political party that has an internet website available for viewing by the general public or that sends out an electronic mailing to more than 500 people that: (1) advocates expressly the election or defeat of a clearly identified candidate or group of candidates; or (2) solicits a contribution through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general public political advertising, shall disclose on the internet website or electronic mailing, as applicable, the name of the

candidate, committee for political action, political party, or committee sponsored by a political party ([NRS 294A.348](#)).

Disclosures and statements must be clear and conspicuous, and easy to read or hear, as applicable. The disclosure requirements do not apply to any statement or communication appearing on a cap, hat, shirt, or other article of clothing. They also do not apply to any item that has a retail cost per item of less than \$5, including any button, pen, pencil, ruler, magnet, key tag, emery board, comb, letter opener, can holder, bottle opener, jar opener, balloon, or piece of candy. However, the \$5 per item retail value exclusion does not apply to any door hanger, bumper sticker, yard sign, or advertising through a television or radio broadcast, newspaper, magazine, outdoor advertising facility, or mailing ([NRS 294A.349](#)).

## ○ CAMPAIGN SIGNS

Local and state laws govern the use of campaign signs. Candidates should review county and city ordinances for the rules regarding campaign signs. In addition, state law governs campaign signs placed within highway rights-of-way. Please refer to [NRS 405.030](#) and [405.110](#) for specific prohibitions, the removal policy by the Nevada Department of Transportation, and possible penalties.

State law does set time periods for the placement of campaign signs along interstate and primary highways. Campaign signs must not be placed next to these highways earlier than sixty (60) days before a primary election and must be removed no later than thirty (30) days after the election. A successful candidate in the primary election may display his or her campaign signs through the following general election, removing them thirty (30) days later ([NRS 410.400\(4\)](#)). For more information or to report a violation, please contact the Nevada Department of Transportation at (775) 888-7000.

Remember to always seek permission of property owners prior to placing campaign signs on private property. The posting of campaign signs on public utility poles is prohibited ([NRS 704.638](#)).

## ○ JUDICIAL CANDIDATES

The Revised Nevada Code of Judicial Conduct included in the Supreme Court Rules imposes several requirements on judicial candidates. If you are a candidate for judicial office, please refer to the [Nevada Code of Judicial Conduct](#) for more details or contact the Standing Committee on Judicial Ethics.

All candidates for judicial office must file Contributions and Expenses (C&E) Reports with the Secretary of State. Please refer to the “What About the Money?” section of this guide for more information.

Additionally, judicial candidates must file a Financial Disclosure Statement (FDS) with the Administrative Office of the Courts (AOC), not the Secretary of State. Please refer to the FDS section of this guide for further information.

**STANDING COMMITTEE ON JUDICIAL ETHICS**  
**P.O. BOX 18123**  
**RENO, NEVADA 89511**  
**PHONE (775) 687- 4017 FAX (775) 448-9704**  
**ncjdinfo@judicial.nv.gov**

## WHAT ABOUT THE MONEY?

### ○ FINANCIAL DISCLOSURE STATEMENT (FDS)

Nevada law requires a candidate for public office to electronically file a Candidate Financial Disclosure Statement (FDS) with the Secretary of State if the candidate will be entitled to receive annual compensation of \$6,000 or more for serving in the office the candidate is seeking. Candidates for the office of Legislator must file a FDS regardless of compensation. The Candidate FDS is due 10 days after the last day to file a declaration of candidacy, which is March 25, 2024, for non-judicial candidates. Additionally, candidates elected to office must file an FDS by January 15th of each year they hold office, including the last year of their term ([NRS 281.561](#)). Candidates for judicial office should be aware that their FDS must be filed with the [Administrative Office of the Courts](#) (AOC) and not the Secretary of State's office. **Failure to file an FDS is punishable by civil penalties of up to \$2,000** ([NRS 281.581](#)).

**Candidate FDS Filing: Due March 25, 2024**

**Annual FDS Filing: Due January 15, 2025**

### ○ APPOINTED OFFICIALS

The Appointment FDS is due not later than thirty (30) days after the public officer's date of appointment ([NRS 281.559\(1\)\(a\)](#)).

- All public officers appointed to an office who are entitled to receive \$6,000 or more annually.
- All appointments to state legislature.
- All public officers appointed to fill the unexpired term of an elected or appointed public officer.

### ○ SPECIAL FILING REQUIREMENTS FOR FEDERAL CANDIDATES

Candidates for federal office are required to file campaign finance reports with the Federal Election Commission (FEC). All federal candidates are encouraged to contact the FEC for other requirements.

**FEDERAL ELECTION COMMISSION**  
**1050 FIRST STREET, NE.**  
**WASHINGTON, D.C. 20463**  
**PHONE: (800) 424-9530 OR (202) 694-1000**  
**TTY: (202) 219-3336**  
**EMAIL: [info@fec.gov](mailto:info@fec.gov)**

### ○ CONTRIBUTION DEFINED

“Contribution” means a gift, loan, conveyance, deposit, payment, transfer, or distribution of money or of anything of value other than the services of a volunteer ([NRS 294A.007](#)).



## ○ CAMPAIGN EXPENSES DEFINED

“Campaign Expenses” means all expenses incurred by a candidate for a campaign, including, without limitation: (a) office expenses; (b) expenses related to volunteers; (c) expenses related to travel; (d) expenses related to advertising; (e) expenses related to paid staff; (f) expenses related to consultants; (g) expenses related to polling; (h) expenses related to special events; (i) expenses related to a legal defense fund; (j) contributions made to another candidate, a nonprofit corporation that is registered or required to be registered pursuant to [NRS 294A.225](#), a committee for political action that is registered or required to be registered pursuant to [NRS 294A.230](#), or a committee for the recall of a public officer that is registered or required to be registered pursuant to [NRS 294A.250](#); (k) fees for filing declarations of candidacy; and (l) repayment or forgiveness of a loan. The definition of “Campaign Expenses” also includes expenditures as defined in [NRS 294A.0075](#) and the disposal of any unspent contributions ([NRS 294A.0035](#)).

## ○ EXPENDITURES DEFINED

“Expenditures” means money paid for advertising or communication on television, radio, billboards or posters, in newspapers or other periodicals or by mail, and all other money paid to advocate expressly the election or defeat of a clearly identified candidate or group of candidates or the passage or defeat of a clearly identified question or group of questions on the ballot, including any payments made to a candidate or any person who is related to the candidate within the second degree of consanguinity or affinity ([NRS 294A.0075](#)).

## ○ CANDIDATE DEFINED

“Candidate” means any person: (1) who files a declaration of candidacy; (2) whose name appears on an official ballot at any election; or (3) who has received contributions in excess of \$100 ([NRS 294A.005](#)).

## ○ REPORTING CAMPAIGN CONTRIBUTIONS AND EXPENSES

Every candidate must report all contributions and campaign expenses in excess of \$100 and multiple contributions from a single contributor that cumulatively exceed \$100. Every candidate must also report the aggregate total of all contributions and campaign expenses of \$100 or less, but they are not required to itemize contributions and campaign expenses of \$100 or less ([NRS 294A.120](#) and [294A.200](#)).

**Every candidate must file all four C&E reports, even though he or she: (a) withdraws his or her candidacy; (b) ends his or her campaign without withdrawing; (c) receives no contributions; (d) has no campaign expenses; (e) is not opposed in the election by another candidate; (f) is defeated in the primary election; (g) is removed from the ballot by court order; or (h) is the subject of a petition to recall and the special election is not held ([NRS 294A.350](#)).**

## ○ LOANS AND WRITTEN ACKNOWLEDGMENTS

A candidate must report loans guaranteed by a third party, forgiven loans, and written commitments for a contribution. A candidate must also report the amount of any loans obtained or forgiven, the names of any person who either guaranteed or forgave a loan, the amount of any written commitment, and the names of any person who made a written commitment ([NRS 294A.128](#)).



- **REPORTING OF CONTRIBUTIONS IN EXCESS OF \$10,000 BEFORE AN ELECTION YEAR**

Every candidate who receives contributions in excess of \$10,000 in any year before the year of an election is required to file an Annual Contributions and Expenses (C&E) Report for that year and every year thereafter up to the election. The report must be filed on or before January 15th of the year immediately after the year in which the contributions are received. Each year thereafter before the election year, the candidate must file by January 15th his or her contributions and campaign expenses in excess of \$100 ([NRS 294A.125](#)) by filing an Annual C&E Filing report.

- **FILING CONTRIBUTIONS AND EXPENSES (C&E) REPORTS**

Contributions and Expenses (C&E) Reports for judicial and non-judicial candidates must be filed electronically with the Secretary of State ([NRS 294A.120](#) and [294A.200](#)). If you are a new candidate, you will need to create a new account. To access the online filing system, please visit: [www.nvsos.gov](http://www.nvsos.gov) and click on the blue button “Campaign Finance”, and the Aurora Campaign Finance Disclosure appears, next “login to file reports”.

**The due dates for Contributions and Expenses (C&E) Reports for the 2024 election cycle are as follows:**

<b>Annual CE Filing: Due January 15, 2024</b> Period: January 1, 2023 – December 31, 2023
<b>C&amp;E Report #1: Due April 15, 2024</b> Period: January 1, 2024 – March 31, 2024
<b>C&amp;E Report #2: Due July 15, 2024</b> Period: April 1, 2024 – June 30, 2024
<b>C&amp;E Report #3: Due October 15, 2024</b> Period: July 1, 2024 – September 30, 2024
<b>C&amp;E Report #4: Due January 15, 2025</b> Period: October 1, 2024 – December 31, 2024
<b>Annual CE Filing: Due January 15, 2025</b> Period: January 1, 2024 – December 31, 2024

*\* C&E Report 4 suffices for the 2025 Annual filing only if C&E Report #'s 1-3 were previously filed.*

- **FILING PAPER FINANCIAL REPORTS**

A candidate, including judicial candidates, may file a paper C&E Report only if: 1) the candidate did not receive or expend money in excess of \$10,000 after becoming a candidate; and (2) the candidate files an affidavit with the Secretary of State which states the candidate does not own or have the ability to access the technology necessary to file the report electronically and the candidate does not have the financial ability to obtain such technology. The affidavit must be signed under an oath to God or penalty of perjury and must be filed no later than fifteen (15) days before the report due date ([NRS 294A.3733](#)). Blank affidavits are available upon request from the Secretary of State’s office.

Please note, if a candidate completes reports 1 through 3 in 2024, the fourth report due on January 15, 2025, only needs to cover the period from October 1, 2024, to December 31, 2024. The candidate is not required to file a separate Annual C&E Filing because the entire calendar year will have already been reported.

Additionally, for new candidates elected to office, the Annual C&E Filing report must be submitted no later than January 15th of each year the candidate is in office ([NRS 294A.120](#)).

○ **PENALTIES FOR FAILURE TO FILE OR FOR FILING A LATE C&E REPORT**

The Secretary of State may impose civil penalties on any candidate who fails to file his or her C&E Report or who files the report late. Each violation is subject to a civil penalty of up to **\$10,000** and payment of court costs and attorney's fees.

The penalty schedule for late filings is as follows:

1 – 7 days late	<b>\$25 for each day the report is late</b>
8 – 15 days late	<b>\$50 for each day the report is late</b>
16 days late or more	<b>\$100 for each day the report is late</b>
Maximum Penalty ( <a href="#">NRS 294A.420</a> )	<b>\$10,000 and payment of court costs and attorney’s fees</b>

**\*\* Violations may be referred to the Attorney General for enforcement.**

○ **CONTRIBUTION LIMITS**

A person shall not make or commit to make a contribution to a candidate for any office, except a federal office (which is subject to federal reporting limits that are lower), in an amount that exceeds \$5,000 for the primary election and \$5,000 for the general election, regardless of the number of candidates for the office during the period:

- Beginning from January 1 of the year immediately following the last general election for the office and ending December 31 immediately following the next general election for the office, if that office is a state, district, county, or township office; **or**
- Beginning from 30 days after the last election for the office and ending 30 days after the next general city election for the office if that office is a city office.

There are no constitutional or statutory limits on contributions made to groups such as political parties, committees sponsored by political parties, committees for political action, or committees for political action advocating passage or defeat of a ballot question ([NRS 294A.100](#)).

○ **CONTRIBUTIONS MADE IN THE NAME OF ANOTHER PERSON PROHIBITED**

A person shall not make or assist in making a contribution in the name of another person. Accepting a contribution made by a person in the name of another person is also prohibited ([NRS 294A.112](#)).

## ○ CAMPAIGN ACCOUNTS

Every candidate shall open and maintain a separate personal account in a financial institution located in the United States for the deposit of any contributions within one week of receiving a minimum contribution of \$100. The candidate shall not commingle the money in the campaign account with money collected for other purposes ([NRS 294A.130](#)). Candidates for judicial office should be aware that the Revised Nevada Code of Judicial Conduct also addresses this issue.

## ○ ANONYMOUS CONTRIBUTIONS

Anonymous contributions in excess of \$100 are prohibited. A candidate who receives a contribution of \$100 or more from an anonymous or unidentifiable contributor shall, within 10 days after receiving the contribution, deliver the money to the State Treasurer or donate it to a nonprofit entity ([NRS 294A.190](#)).

## ○ PERSONAL USE OF CAMPAIGN FUNDS

It is unlawful for a candidate to spend money received as a contribution for his or her personal use ([NRS 294A.160](#)). The term “personal use” has been defined in SB557, Sec. 3, of the 2019 Legislative Session which means any use of contributions to fulfill a commitment, obligation, or expense of: 1. A candidate that would exist irrespective of his or her campaign. 2. A public officer that would exist irrespective of the duties of his or her public office, as applicable.

Additionally, the legislative history surrounding the personal use prohibition indicates the legislature intended to disallow expenditures of campaign monies for typical personal and household expenses such as food, clothing, rent, utilities, and the like. Federal law and persuasive authority from other states indicate, as a more general rule, that [NRS 294A.160](#) prohibits the use of funds in a campaign account if the particular use would fulfill a commitment, obligation, or expense that would exist irrespective of the candidate's campaign or duties as an officeholder ([Nevada Attorney General Opinion 2002-23](#)).

## ○ IN-KIND CONTRIBUTIONS

In-kind contributions are the value of goods and services provided in kind for which money would have otherwise been paid, such as paid polling and resulting data, paid direct mail, paid solicitation by telephone, any paid paraphernalia that was printed or otherwise produced to promote a campaign, and the use of paid personnel to assist in the campaign. In-kind contributions must be reported on C&E reports that are filed with the Secretary of State’s office ([NRS 294A.362](#) and [294A.007](#)).

## ○ RESTRICTIONS ON ACCEPTANCE OF CONTRIBUTIONS PRIOR TO LEGISLATIVE SESSION

A legislator, governor, governor-elect, lieutenant governor, and lieutenant governor-elect may not solicit or accept a contribution during the period beginning 30 days before and ending 30 days after a regular session of the Nevada Legislature (i.e., February 3, 2025, through June 3, 2025). If a special session is called, a legislator, governor, governor-elect, lieutenant governor and lieutenant governor-elect, may not solicit or accept a campaign contribution during a period prior to the beginning of the special session and ending 15 days after the final adjournment of a special session ([NRS 294A.300](#)). These restrictions also apply to a member of an organization whose primary purpose is to provide support for legislators of a particular political party and house, such as legislative caucuses ([NRS 294A.310](#)).

# COMPLETION OF A CAMPAIGN

## NOTICE OF COMPLETION OF CAMPAIGN

If a candidate withdraws, ends his or her campaign, is defeated in the primary election, or has been removed from the ballot by court order, they must file a Notice of Completion of Campaign with the Secretary of State. Additionally, the candidate must dispose of any unspent or excess contributions and file all remaining required financial reports. The candidate shall not accept additional campaign contributions ([NRS 294A.350](#)).

If the candidate is later elected to office despite ending his or her campaign, they must start reporting their contributions and expenses, beginning with the next report that is due after his or her election to office.

### ○ DISPOSITION OF UNSPENT CONTRIBUTIONS

**Candidates who are defeated during an election, withdraw from a race, or are removed from the ballot via court order must file all four C&E reports**, with the final C&E report detailing how the remaining funds were disposed of. Every candidate who is defeated at the primary election and received a contribution from a person in excess of \$5,000 shall, not later than the 15th day of the second month after his or her defeat, return any money in excess of \$5,000 to the contributor ([NRS 294A.160](#)). State law specifically limits the manner in which unspent contributions may be disposed ([NRS 294A.160](#)). Candidates who are elected to office may keep unspent campaign funds and use them for the candidate's next election ([NRS 294A.160](#)).

## FREQUENTLY ASKED CAMPAIGN FINANCE QUESTIONS

**Q: Is there a limit to the amount of contributions I can accept as a candidate from one donor?**

*A: Yes. The limit is \$5,000 for the primary election and \$5,000 for the general election, for a maximum of \$10,000. If you receive more than \$5,000 from any person and lose the primary election, you must return any amount in excess of \$5,000 to the contributor ([NRS 294A.100](#) and [NRS 294A.160](#)).*

**Q: What if I don't have a primary election? Can I still receive the maximum of \$10,000?**

*A: Yes.*

**Q: Is there a limit to the amount of contributions a Committee for Political Action (PAC) can receive from one donor?**

*A: No. There is no limit to the amount of contributions a PAC can receive or give to another PAC. However, PACs are still limited as to the amount they can contribute to an individual candidate ([NRS 294A.100](#)).*

**Q: What is an in-kind contribution?**

*A: The value of goods or services provided in kind for which money would have otherwise been paid ([NRS 294A.007](#)). For example, a person donates billboard space to a candidate free of charge. This would be an in-kind contribution, the value of which would be what it would normally cost to rent the billboard space.*

**Q: Can I make an anonymous contribution to a candidate?**

*A: No. Anonymous contributions of \$100 or more are prohibited ([NRS 294A.190](#)).*

**Q: Can I make a contribution to a candidate in the name of another person?**

*A: No. Making a contribution in the name of another person, sometimes known as conduit or straw contributions, is prohibited by law ([NRS 294A.112](#)).*

**Q: Are the C&E Reports the only finance forms I have to file?**

*A: No. Financial Disclosure Statements (FDSs) must also be filed with the Secretary of State ([NRS 281.561](#)).*

**Q: Do all candidates have to file all four C&E Reports?**

*A: Yes. Every candidate (excluding federal candidates) must file all four C&E reports even if he or she withdraws their candidacy, ends his or her campaign without withdrawing, receives no contributions, has no expenses, is defeated in the primary election, has their name removed from the ballot by court order, runs unopposed, or is the subject of a petition to recall and the special election is not held ([NRS 294A.120](#); [NRS 294A.200](#); and [NRS 294A.350](#)).*

**Q: Can I mail or fax my C&E Report to the appropriate filing officer?**

*A: No. All C&E Reports must be filed electronically with the Secretary of State. A candidate may file a paper report only if: 1) the candidate did not receive or expend money in excess of \$10,000 after becoming a candidate; and (2) the candidate files an affidavit with the Secretary of State that states the candidate does not own or have the ability to access the technology necessary to file the report electronically and the candidate does not have the financial ability to obtain such technology. The affidavit must be signed under an oath to God or penalty of perjury. This form must be filed with Secretary of State not later than 15 days before the C&E Report is required to be filed ([NRS 294A.3733](#)).*

**Q: What happens if I file my C&E Report(s) late?**

A: There is a civil penalty of up to \$10,000 per violation ([NRS 294A.420](#)).

1 – 7 days late	<b>\$25 for each day the report is late</b>
8 – 15 days late	<b>\$50 for each day the report is late</b>
16 days late or more	<b>\$100 for each day the report is late</b>
Maximum Penalty ( <a href="#">NRS 294A.420</a> )	<b>\$10,000 and payment of court costs and attorney’s fees</b>

**Q: What happens if I do not file all four C&E reports?**

A: In addition to any civil penalty of up to \$10,000 per violation, your file may be referred to the Attorney General’s office for further action ([NRS 294A.420](#)). Please note that even if you have missed the deadline to file a report, you are still required to file the report.

**Q: Can I pay the penalty out of my campaign account?**

A: No. Pursuant to [NRS 294A.160](#), personal use of campaign funds is prohibited.

**Q: What must a candidate do prior to accepting donations?**

A: Every candidate shall open and maintain a separate personal account in a financial institution located in the United States for the deposit of any campaign contributions within one week of receiving a minimum contribution of \$100 ([NRS 294A.130](#)).

**Q: When is the Financial Disclosure Statement (FDS) due?**

A: See [NRS 281.559](#) and [NRS 281.561](#)

- **Candidate FDS:** Non-Judicial Candidates who are entitled to receive \$6,000 or more:
- **Candidate FDS:** All Candidates for the Office of Legislator due: March 25, 2024
- **Annual FDS:** Seated Public Officers due: January 15, 2024
- **Appointment FDS:** Appointed Public Officers due: 30 days after appointment

**Q: What happens if I fail to timely file a Financial Disclosure Statement (FDS) or do not file one at all?**

A: You will need to email a “Waiver Request” to [nvelect@sos.nv.gov](mailto:nvelect@sos.nv.gov) briefly stating why you were late in filing. If accepted, you will be contacted, and your penalty fee will be waived. There is a civil penalty of up to \$2,000 per violation provided by law and your file may be remanded to the Attorney General’s office if you fail to pay the penalty ([NRS 281.581](#)). Below is the FDS penalty schedule:

<b>1 – 10 days late</b>	<b>\$25</b>
11 – 20 days late	<b>\$50</b>
21 – 30 days late	<b>\$100</b>
31 – 45 days late	<b>\$250</b>
Not filed or more than 45 days late	<b>\$2,000</b>

**Q: Can I pay campaign expenses out of my own funds and later reimburse myself out of campaign contributions?**

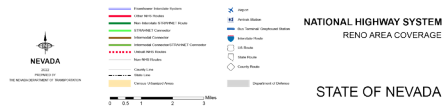
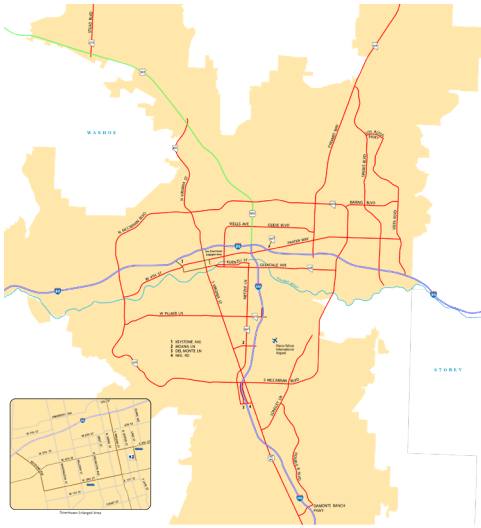
*A: Yes, but you must report both the expense and the reimbursement. This is accomplished by reporting a contribution in the form of a loan from the candidate to the campaign in the amount of the expense that was paid for with personal funds. Contributions that are intended as a loan can be marked as such on the C&E Report. The reimbursement to the candidate is reported as a campaign expense under Category M – Repayment of Forgiveness of Loans.*

**Q: Do I need to report donated or discounted goods or services that are provided to my campaign?**

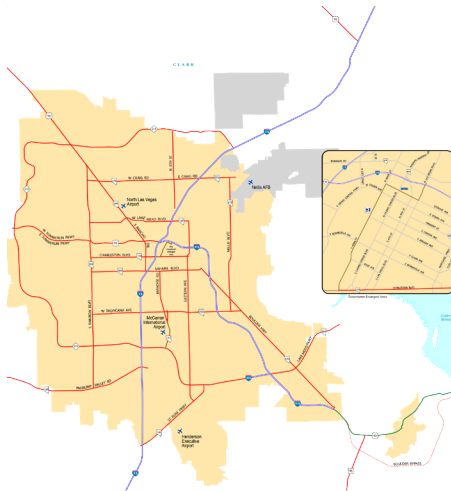
*A: Yes. Donated goods or services are an in-kind contribution, and the standard cost of donated goods or services must be reported as such. With respect to discounted goods or services, the difference between the standard cost for the goods or services and the discounted cost is considered an in-kind contribution and must be reported.*



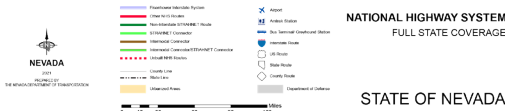
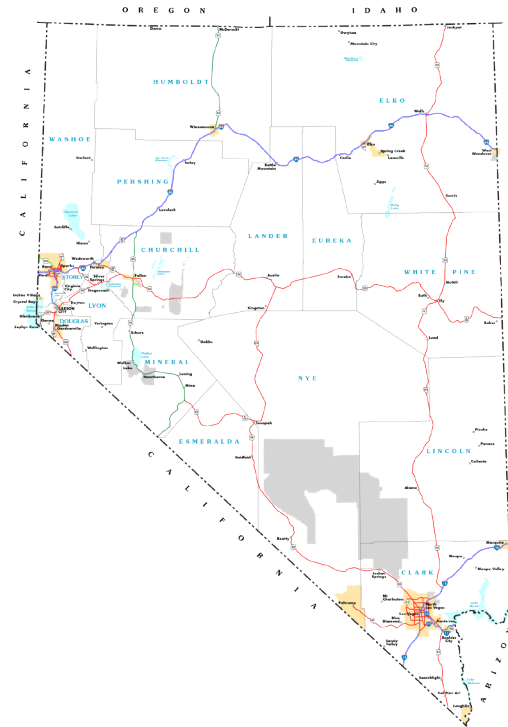
## National Highway System (NHS) Routes in the Reno-Sparks Metropolitan Area



## National Highway System (NHS) Routes in the Las Vegas Metropolitan Area



## Metropolitan Area



## NDOT Phone Numbers

Carson City (775) 888-7000

Elko (775) 777-2700

Ely (775) 289-1700

Las Vegas (702) 385-6500

Reno (775) 834-8300

Tonopah (775) 482-2301

Winnemucca (775) 623-8000

## Nevada Department of Transportation

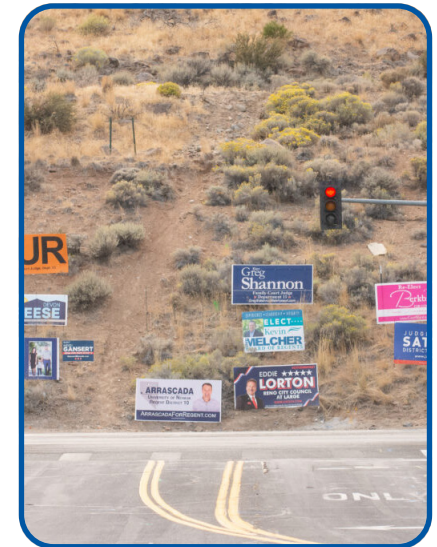


Right-of-Way Division  
1263 South Stewart St.  
Carson City, NV 89712



## Political Signs And Your Highways

*Rules & Regulations Regarding the  
Placement of Political Signs Near  
Highway Right-of-way*



Tracy Larkin Thomason, P.E.  
Director

Nevada Department of Transportation  
Right-of-Way Division  
1263 South Stewart St.  
Carson City, NV 89712  
(775) 888-7480

January 2024



Governor  
Joe Lombardo



## **No political sign can be placed within state highway rights-of-way.**

As you conduct your campaign for public office, please keep in mind that it is illegal to place signs within the right-of-way of state highways. State highways include not only the well numbered rural routes, but also many county roads and city streets. The provisions of Nevada Revised Statute 405.020, 405.030 and 405.110 and Nevada Administrative Code 410.440, prevent the placement of any advertising signs, including political signs, within state highway right-of-way or roads, which are owned or controlled by the Nevada Department of Transportation (NDOT). In addition, the federal and state "Highway Beautification Acts" limit the placement of any sign on private property if that sign is located within 660 feet of a National Highway System (NHS) route. NHS routes include all freeways, interstates, expressways, most U.S. routes and some state routes including several city streets (see maps).

NDOT has previously published several notices regarding the erection of political signs. This pamphlet is intended to summarize NDOT's enforcement of the laws on political signs and supplements the more detailed regulation. The term "political sign" includes any temporary or portable display or device advertising for or against a candidate for public office or a political party or political point of view.

### **Rules for state highways:**

No signs are permitted in the state highway right-of-way. This includes the right-of-way along freeways, interstates, expressways, highways, and many city streets. NDOT's right of way in urban areas often includes any sidewalks and some clear distance on either side of the street.

NDOT employees will remove signs erected in the highway right-of-way and usually take them to the nearest maintenance station. In most cases, owners of the sign or their representatives can drop by the station to get their signs. NDOT will try to remove the signs so as not to damage them. Removed signs will be retained for 30 days and then disposed of.

If you have a question about the right-of-way for state highways, please call the nearest NDOT district office. In Clark County call the District I Office in Las Vegas at (702) 385-6540, in Tonopah call (775) 482-2300, in northwestern Nevada call the District II Office in Sparks at (775) 834-8300, in Winnemucca call (775) 623-8000, in northeastern Nevada call the District III Office in Elko at (775) 777-2700, and in Ely call (775) 289-1700.

### **Additional rules for the National Highway System:**

Political signs adjacent to and within 660 feet of any NHS highway must meet federal spacing, size, zoning, and lighting requirements and a permit must be obtained from the appropriate NDOT District Office, except as noted below. A non-refundable fee of \$200.00 will be charged for this permit. The following highways are part of the NHS and are under federal and state regulation: IR-11, IR-15, IR-215, IR-515, IR-80, IR-580, U.S. 6, U.S. 50, U.S. 50A, U.S. 03BUS, U.S. 93, U.S. 95, U.S. 95A, U.S. 395, U.S. 395ALT, SR 88, SR 146, SR 147, SR 159, SR 160, SR 163, SR 172, SR 173, SR 225, SR 289, SR 318, SR 360, SR 376, SR 430, SR 439, SR 445, SR 535, SR 564, SR 573, SR 582, SR 589, SR 593, SR 595, SR 599, RM10004, RM11322, SR 612, SR 613, SR 647, SR 648, SR 653, SR 659, SR 667, SR 673, SR 720, William St. (FRCC11), Eastern Ave./Civic Center (FRCL53), Lake Mead Blvd. (FRCL57), E. Jennings Way (FREL17), Vista Blvd. (FRWA08), Del Monte Ln-Neil Rd. (FRWA44)

Damonte Ranch PKWY (FRWA49), Sparks Blvd. (FRWA53), Wells Ave.(FRWA54), Oddie Blvd. (FRWA58), 4th St.(FRWA62), FRWA66, FRWA67, Harry Reid Int'L Airport Connector (SR171), Matley Ln. (FRWA51), Durham Rd. (FRWA50)

Political signs erected on private property that is adjacent to a state highway may be erected no more than 60 days before a primary election and must be removed within 30 days after the primary election. Signs for candidates or questions appearing on the general election ballot do not have to be removed until 30 days after the general election.

A permit is not required for small political signs (4' x 8' or smaller) that are placed on private property near the NHS.

### **General Rules:**

The following rules apply to all signs located near state highway right of way including NHS routes:

Political signs must not distract drivers. The sign cannot resemble official traffic signs.

The sign cannot block view of on-coming traffic.

Apart from state requirements, local governmental agencies can and do have varying criteria regarding placement of political signs on city and county roads. These local restrictions vary greatly among the various entities and must be checked locally.

***For further information, or if you have any questions, please call the Nevada Department of Transportation's Right of Way Division.***

***In northern Nevada, (775) 888-7480  
and in southern Nevada, (702) 385-6540.***



## Campaign Signs



**Governance of Campaign Signs (NRS 405.030 and 405.110):** State law governs set time periods for placement of campaign signs along interstate and primary highways. Additionally, they govern campaign signs placed within highway rights-of way. Candidates are responsible for reviewing all state, county, and city ordinances for the rules regarding campaign signs, ensuring they do not violate the laws.

**State Highway Time Periods (NRS 410.411(4)):** Campaign signs must:

- Not be placed next to highway earlier than sixty (60) days before a primary election.

**If Candidate is Unsuccessful:**

- Campaign sign **MUST** be removed no later than thirty (30) days after the election.

**If Candidate is Successful:**

- Campaign sign may continue to be displayed through the general election. All campaign signs **MUST** be removed not later than thirty (30) days after the election.

**Reminder:**

- You must obtain permission from property owners prior to placing campaign sign on private property.
- The posting of campaign signs on public utility poles is prohibited, per NRS 704.638.

# Disclosures on Campaign Materials

**Term Re-Elect (NRS 294A.330):** Prohibits a candidate's use of the term "re-elect" in any campaign materials or statements unless that candidate is the current incumbent, either by election or by appointment. NRS 294A.340 also prohibits a candidate's use of other words that falsely imply the candidate is the incumbent.

**Disclosures on Campaign Materials (NRS 294A.348):** Any candidate, committee for political action, political party, or committee sponsored by a political party that spends more than \$100 for the purpose of financing a communication through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general public advertising shall disclose on the communication that it was paid for by the candidate, committee for political action, political party, or committee sponsored by a political party.

If communication is approved by a candidate, the communication must state that the candidate approved the communication and disclose the street address, telephone number, and internet address, if any, of the person, committee for political action, political party, or committee sponsored by a political party that paid for the communication.

Any internet website available for viewing by the general public or electronic mailing to more than 500 people that: (1) advocates expressly the election or defeat of a clearly identified candidate or group of candidates; or (2) solicits a contribution through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general political advertising, shall disclose on the internet website or electronic mailing, as applicable, the name of the candidate, committee for political party, or committee sponsored by a political party.

**\*\*Disclosures and statements must be clear and conspicuous, and easy to read or hear. The disclosure requirements do not apply to any statement or communication appearing on an article of clothing. They also do not apply to any item that has a retail cost per item of less than \$5 each, such as buttons, pens, magnet, can holder, etc.**



The information gathered here is for any campaign and is designated to give you simple, resourceful information that will help protect your campaign's information making it more secure from attackers trying to obtain your information from your organization.

The Office of the Secretary of State does not endorse the Belfer Center, however is providing this information to assist candidates with securing their campaigns.



The Belfer Center has released **The Cybersecurity Campaign Playbook** which is full of resources on managing your cyber risk and securing your campaign.

You can find **The Cybersecurity Campaign Playbook** here:

[https://www.belfercenter.org/sites/default/files/files/publication/CampaignPlaybook\\_0.pdf](https://www.belfercenter.org/sites/default/files/files/publication/CampaignPlaybook_0.pdf)



Additionally, Belfer has also created a website with information for **Defending your Digital Campaign** and securing your data.

You can find the **Defending your Digital Campaign** website here:

<https://defendcampaigns.org/>



## Use of Nicknames, Given Names, Surnames and Titles

### **NRS 293.256 Names of candidates on ballot not to include title, designation of profession or occupation.**

In any election regulated by this chapter, the names of candidates as printed on the ballot shall not include any title, designation or other reference which will indicate the profession or occupation of such candidates. (Added to NRS by 1969, 20; A 1995, 2624)

### **NRS 293.2565 Use of given names, surnames, and nicknames on ballot; use of additional criteria to distinguish between candidates having same given names and surnames.**

1. Except as otherwise provided in subsection 2, in any election regulated by this chapter, the name of a candidate printed on a ballot may be the given name and surname of the candidate or a contraction or familiar form of his or her given name followed by his or her surname. A nickname of not more than 10 letters may be incorporated into the name of a candidate. The nickname must be in quotation marks and appear immediately before the surname of the candidate. A nickname must not indicate any political, economic, social, or religious view or affiliation and must not be the name of any person, living or dead, whose reputation is known on a statewide, nationwide, or worldwide basis, or in any other manner deceive a voter regarding the person or principles for which he or she is voting.
2. In any election regulated by this chapter, if two or more candidates have the same given name and surname and:
  - a. None of the candidates is an incumbent, the middle names, or middle initials, if any, of the candidates must be included in the names of the candidates; or
  - b. One of the candidates is an incumbent, the name of the incumbent must be listed first, and the word “Incumbent” must appear next to the name of the candidate who is the incumbent. (Added to NRS by 2003, 1714; A2011, 2086)

## Ballot Name Examples

Legal Name:



<p><b>Dr. Rudolph Reindeer</b></p>	<p><b>Reindeer, Rudolph “Doc”</b>  <b>*Acceptable because it reflects a nickname</b></p> <p><b>Reindeer, Rudy</b>  <b>*Acceptable because it is a commonly accepted abbreviation of Rudolph</b></p>	<p><b>Reindeer, <u>Dr.</u>, Rudolph</b>  <b>*Not acceptable because it reflects a profession</b></p> <p><b>Reindeer, <u>Red Nose</u></b>  <b>*Not acceptable because it is not a commonly accepted abbreviation of Rudolph</b></p>
<p><b>Donald Duck</b></p>	<p><b>Duck, Donny</b>  <b>*Acceptable because it is a commonly accepted abbreviation of Donald</b></p> <p><b>Duck, Donald “Bill”</b>  <b>*Acceptable because it reflects a nickname</b></p>	<p><b>Duck, <u>Q</u>Donald</b>  <b>*Not acceptable as “Q” is associated with political or social views.</b></p> <p><b>Duck, <u>Recall</u> Daphne</b>  <b>*Not acceptable as “Recall” is politically or socially motivated</b></p>
<p><b>Betty Stone Rubble</b></p>	<p><b>Rubble, Betty Stone</b>  <b>*Acceptable as it is the full name</b></p> <p><b>Rubble, “Betsie”</b>  <b>*Acceptable as it reflects a nickname</b></p>	<p><b>Rubble, <u>Queen</u> B. Stone</b>  <b>*Not acceptable as it refers to a worldwide title</b></p> <p><b>Rubble, <u>Atty.</u>, Betty</b>  <b>*Not acceptable as it refers to a profession or occupation.</b></p>



The Office of the Secretary of State will be posting candidate headshot pictures on our Election Night Reporting (ENR) website. If you would like to have your candidate headshot photo posted, it must be in the following specifications and emailed to [NVelect@sos.nv.gov](mailto:NVelect@sos.nv.gov) with “Attention: Candidate Photographs” as the subject line.

- **General Guidance Regarding Candidate Photographs**
  - There is no statutory or regulatory requirement for the Office of the Secretary of State to accept or use candidate photographs during election night reporting. This service is instead offered as a voluntary and discretionary act of the Secretary of State.
  - Candidate photographs are not required. Candidates who do not submit a photograph will not be contacted.
  - Candidate photographs may be accepted from a candidate, spouse, or member of the candidate’s campaign staff only.
  - Candidate photographs must be submitted digitally. The Office of the Secretary of State is not responsible for the quality of the candidate photograph.
  - Each candidate photograph will be cropped to approximately two (2) inches above the candidate’s head (including hair) to approximately eight (8) inches below their chin.
  - Ideal size of the photograph is 0.78 inches wide by 0.94 inches tall (75 x 90 pixels) or 96 x 96 pixels.
  
- **Time Periods for Submitting Candidate Photographs**
  - Presidential Preference Primary Election:
    - October 17, 2023 – January 19, 2024
  - Primary Election:
    - March 18, 2024 – May 17, 2024
  - General Election:
    - March 18, 2024 – October 5, 2024
    - Photos of candidates submitted for the Primary Election will be used for the General Election.
  
- **Reasons to Refuse a Candidate Photograph**
  - As photographs are optional, any submitted photograph may be rejected at the Secretary’s discretion.
  - Photographs may be rejected for the following reasons: nicknames could be rejected under NRS 293.2565; offensive in any way to include include nudity, alcohol, or drug paraphernalia, writing or symbology that may indicate allegiance to any group or organization; contain persons or things in addition to the candidate.



Candidates who chose to not submit a photo will have “No Photo Available” as a result on the Secretary of State’s Silver State, Election Night Reporting website.

For questions or concerns, please contact the Elections Division at (775) 684-5705 or email: [nvelect@sos.nv.gov](mailto:nvelect@sos.nv.gov).



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# ADDITIONAL CANDIDATE INFORMATION

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## **CITY CLERK/TREASURER'S OFFICE:**

[www.fallonnevada.gov](http://www.fallonnevada.gov)

Phone: 775-423-6028

Email: [elections@fallonnevada.gov](mailto:elections@fallonnevada.gov)

## **CHURCHILL COUNTY CLERK/TREASURER'S OFFICE:**

[www.churchillcountynv.gov](http://www.churchillcountynv.gov)

Phone: 775-423-6028

Email: [elections@churchillcountynv.gov](mailto:elections@churchillcountynv.gov)

## **NEVADA SECRETARY OF STATES OFFICE:**

[www.nvsos.gov/sos/elections](http://www.nvsos.gov/sos/elections)

Phone: 775-684-5705

Email: [sosmail@sos.nv.gov](mailto:sosmail@sos.nv.gov)

**ELECTION AND CAMPAIGN GUIDES:** [www.nvsos.gov/sos/sos-information/forms-all-divisions/election-forms](http://www.nvsos.gov/sos/sos-information/forms-all-divisions/election-forms)

## **CAMPAIGN CONTRIBUTIONS AND EXPENSES AND FINANCIAL DISCLOSURE INFORMATION:**

[www.nvsos.gov/sos/elections/candidate-information](http://www.nvsos.gov/sos/elections/candidate-information)

## **NEVADA ACKNOWLEDGMENT OF ETHICAL STANDARDS:**

[www.ethics.nv.gov/](http://www.ethics.nv.gov/)

