

LAUGHLIN CANDIDATE FILING INSTRUCTIONS

Last Revision: April 9, 2012

When to File Your Candidacy

Dates and Times: Laughlin candidates may file in-person from **Tuesday, April 3, 2012**, to **Wednesday, April 25, 2012**, 8:00 a.m. to 5:00 p.m., Monday through Friday (no weekends). The last day to change how a name will appear on the ballot is **Wednesday, April 25, 2012**. The last day to withdraw candidacy is **Friday, April 27, 2012**, no later than 5:00 p.m. These actions must be in writing and performed in-person.

Where to File Your Candidacy

Clark County Registrar of Voters: All Laughlin candidates (Mayor and City Council Member) must file with the Clark County Registrar of Voters at the Clark County Election Center at 965 Trade Dr., Suite A, North Las Vegas, NV.

What to Bring When Filing

Printed Pre-Filing Form or Completed "2012 Checklist for Laughlin Candidate Filing": When you pre-file, you should print a copy of your completed pre-filing form and bring it with you when you file in-person. If you did not pre-file, complete the Checklist on page 4 of this document. On the Checklist, be sure to include information you wish to provide to the media and general public, such as: mailing, Internet and e-mail addresses; phone and fax numbers; campaign headquarters information. Bringing either the printed pre-filing form or the Checklist will make the filing process easier and faster.

Candidate Nominating Petition: Per SB 262, Section 7, of the 2011 Legislative Session, candidates must submit a properly completed "Candidate Nominating Petition" containing the signatures of at least 100 persons who are qualified Laughlin electors. Once the petition is submitted for verification, it is the property of the Election Department and will not be returned to the candidate. If it is found there are not 100 valid signatures, the petition fails and the candidate will not be allowed to amend it. Candidates, therefore, should ensure they have obtained a sufficient number of qualified signatures before submitting the petition. SB 262, Section 3, defines "qualified elector as "a person who is registered to vote in this State and is a resident of the area to be included in the City, as shown by the last official registration lists before the election." The proposed City area can generally be described as the land area known as the Unincorporated Town of Laughlin, except: (1) The Ft. Mohave Indian Reservation; (2) A parcel of land south of the Reservation extending to the Nevada border; and (3) The Hotel Corridor. The areas are more specifically described in SB 262.

Identification: Per NRS 293.177(3)(b), you must present one of the following:

- A government-issued valid driver's license or identification card containing your photograph and address. Identification with a post office box does NOT fulfill this requirement.
- A current utility bill, bank statement, paycheck, or government-issued document, such as a check, containing your name and residence address (NOT a post office box).

NOTE: Voter Registration Cards are not acceptable forms of identification (NRS 293.177(3)(b)(2)).

Payment: There are no filing fees.

Filing for Office in Clark County, NV

The Filing Officer Will Verify: Your voter registration data, residency, eligibility and identification. Remember, you must provide identification that shows your current residential address (NOT a post office box).

Candidates Must Complete and Sign (Required):

- An "Acceptance of Candidacy" prepared by the filing officer based on information you provide
- A "Declaration of Residency"

Candidates May Complete and Sign (Optional):

- A "Candidate Media Sheet" for public information, containing: mailing, Internet and e-mail addresses; phone and fax numbers; campaign headquarters information
- The "Code of Fair Campaign Practices"

NOTE: The Clark County Registrar of Voters will keep the original forms.

Candidates Will Receive a Packet Containing:

- Copies of completed forms
- City, county and state code regulations for political signs
- A copy of NRS Chapters 281 (Public Officers and Employees - General Provisions), 281A (Ethics in Government) and 294A (Campaign Practices)
- **Current List of All Candidates:** A current list of candidates who filed for office may be found on the candidate filing board in Suite A at the Clark County Election Center Office, as well as on the Internet.

Disqualification

False Statements: If a person willfully files a declaration or acceptance of candidacy knowing it contains a false statement, then that person's name will not be on the ballot and he or she is disqualified from assuming the duties of the office for which he or she was a candidate. If that person's name is on the ballot because the deadline for making ballot changes (June 22, 2012, 5:00 p.m.) has passed, then polling places will post signs indicating the candidate is disqualified from entering upon the duties of office. (NRS 293.184, as amended by A.B. 81 of the 2011 legislative session)

Campaign Laws

Legal Authority: Chapter 294A of the Nevada Revised Statutes (NRS) addresses campaign practices. NRS Chapter 281A covers ethics in government and, in 2009, SB 160 revised many of its provisions. NRS Chapter 281 has general provisions for public officers and employees. NRS Title 24 includes election-related Chapters. The Nevada Administrative Code (NAC) contains corresponding regulations for NRS statutes. Various other laws and regulations also apply to elections, campaign practices, ethics, candidates, and elected officials. Candidates should consult a reliable legal source for information on laws. The Clark County Registrar of Voters does not give any legal advice or opinions.

Candidate Guides

Online Guides: Both the Clark County Registrar of Voters and the Nevada Secretary of State provide guides for candidates on the Internet. Candidates should refer to these guides for information that applies to all candidates, such as, campaigning and ethics rules, registering voters, mail/absentee ballots, important dates, election-related contacts, early voting, election night results, etc. The Guides are available as follows:

- Clark County 2012 Candidate Guide:
<http://www.clarkcountynv.gov/Depts/election/Documents/2012/CG12.pdf>
- Secretary of State's 2012 Guides for Candidates:
<http://nvsos.gov/index.aspx?page=104>

2012 CHECKLIST FOR LAUGHLIN CANDIDATE FILING

What to Prepare in Advance: Candidates should prepare the following in advance:

- Checklist: Complete and bring this Checklist with you when you file for office, so you may quickly provide the information listed below when it is requested
- Nominating Petition: You must submit a properly completed nominating petition
- Identification: You must present appropriate I.D. when you file for office

When Is Candidate Filing: April 3 - 25, 2012, Monday - Friday, 8:00 a.m. - 5:00 p.m.

Where Is Candidate Filing: Clark County Election Center, Suite A
965 Trade Dr., North Las Vegas, Nevada

Map: http://www.clarkcountynv.gov/Depts/election/Documents/NLV_Map.pdf

How to Find More Information: Phone: (702) 455-0294 E-Mail: elinfo@co.clark.nv.us

1. **Office for Which You Are Filing:**
(include Dept. and/or Township, if any)

2. **Your Name as It Will Appear on the Ballot:**

3. **Your Business Phone Number:**

4. **Your Name as It Will Appear on the Certificate of Election and Declaration of Candidacy:**

THE INFORMATION BELOW WILL BE AVAILABLE TO THE GENERAL PUBLIC AND THE MEDIA

6. **Address You Want Published:**

7. **Your Mailing Address:**
(if different from 6. above)

8. **Your Phone Number:**

9. **Your FAX Number:**

10. **Your E-Mail Address:**

11. **Your Internet Website Address:**