



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 7370 – POLITICAL ACTIVITY

References:

Education Code Sections 7050 et seq.

This procedure provides basic principles which apply to campaigns for or against ballot measures (including bond measures) and to campaigns for office, such as District Board of Trustee elections.

General

No restrictions shall be placed on the political activities of any employee of the District except as provided in board policy and these procedures.

No District resources (funds, services, supplies, or equipment) may be used to urge the support or defeat of any ballot measure or candidate, including but not limited to any candidate for election to the Governing Board.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or board member may appear before a citizens' group that requests the appearance to discuss the reasons why the Board called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the District. However, such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours to conduct these activities is prohibited. Such activities are permitted during nonworking time. "Nonworking time" means time outside an employees' working hours, whether before or after the work day or during the employees' lunch period or other breaks during the day.

Activities Regarding Statewide or Local Campaign Measures

The District may draft initiatives or referendum measures on an area of legitimate interest to the District, and may take positions on ballot measures. Public resources may be used for “informational” efforts regarding ballot measures, however, public resources cannot be used to promote or oppose such measures.

Voter Registration Activities

Making voter registration materials available to students is not only a significant step towards supporting democratic principles, but it is also a requirement for educational institutions that participate in federal student aid programs.

Authorized and Prohibited Activities

DO's:

- Make voter registration materials available to students and staff.
- Draft an initiative or referendum measure on an area of legitimate interest to the District.
- Use public resources for INFORMATIONAL efforts regarding ballot measures.
- Accept invitations from community organizations to attend meetings and speak about the District's position on a measure. Participation during normal working hours is permitted to describe the reasons for the District's position.
- Sponsor a forum on the measure, so long as the forum is accessible on an equitable basis to groups with an opposing point of view.
- Fundraise on behalf of or in opposition to a measure AWAY FROM CAMPUS DURING NON-WORKING HOURS.

DON'Ts:

- Use public funds to purchase bumper stickers, posters, or media spots to support or oppose a ballot measure.
- Use public resources to print or distribute information that supports or opposes a measure in a District-wide newsletter.
- Direct employees to spend their working time preparing materials to support or oppose a ballot measure.
- Use public resources to distribute materials prepared by non-District organizations that support or oppose ballot measures.
- Solicit contributions from District vendors to support or oppose measures.
- Allow employees to use their work time or District resources to support or oppose candidates.
- Use the District email system to distribute, or allow others to distribute, political material advocating support or defeat of a ballot measure or candidate.