

(PROCEDURE)

Procedure:	Election Campaigning on Campus	Procedure No.:	FG7001.5
Authority:	College President	Associated Policy Reference No.:	FG7001
Procedure Owner:	Vice President for Administrative and Financial Affairs	Responsible Party:	Special Events Coordinator
Approved:	October 19, 1983		
Revised:	August 20, 2024		

Purpose

The purpose of this procedure is to ensure SUNY Broome Community College supports and encourages the involvement of its students and staff in the election process. It is important that each individual is well informed on all campaign issues to determine their voting choices.

Statement of the Procedure

The College must be aware of any political activity occurring on campus. Arrangements for a political visit must be coordinated with the Special Events Coordinator. The Director of Marketing and Communications must be notified before an appearance is scheduled and approval must be given by the President or a Vice President.

Candidates for political office may come on campus under the following circumstances:

- Debates for political science or related classes.
- Convocations sponsored by a College organization.
- To meet and distribute campaign materials to students, faculty and staff or to conduct voter registration.

The Student Center Lobby is the designated indoor location, and the Student Center Quad is the designated outdoor location for candidates to set up tables and distribute materials. If these locations are unavailable, an alternate site will be determined by the College. Tables and chairs will be provided by the College upon request. Candidates may also walk around the campus to interact with students, faculty and staff but must refrain from disrupting the academic or work environment. Sound amplification, including the use of devices such as microphones, speakers, megaphones, etc., is prohibited. The Office of Marketing and Communications will not assist in arranging publicity or making media contacts for an event sponsored by political organizations.

Campaign materials are not to be placed on cars, walls, windows, or any other parts of buildings and grounds. No sign posts are allowed on campus. Each candidate or issue may post one poster no larger than 22"x28" on the bulletin board in the Student Center Lobby, without covering existing materials or other candidates' posters. Campaign

advertisements may be placed in the student newspaper at the same rates as other advertisements.

Failure to adhere to these guidelines will result in candidates being asked to leave the campus by Office of Public Safety representatives.

Related Policies (by number)

FG7001 Events, Rentals and Facilities Usage

To whom it applies (title or department)

This procedure applies to all members of the College community including but not limited to College affiliates, administrators, faculty, staff, students, volunteers, vendors, guests and visitors.

General Guidelines

The following policies and procedures must be followed to ensure the proper management of election campaigning on campus:

- Procedure FG7001.1- External Rental Events and Facility Usage (if applicable)
- Procedure FG7001.4- Use of Facilities for Informational Tabling (if applicable)
- Procedure FG7001.10- Politically Affiliated Events (if applicable)

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
Created	3/13/24	JD	Special Events Coordinator