

<b>Procedure:</b>	Government Relations	<b>Procedure No.:</b>	GA2012.3
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	GA2012
<b>Procedure Owner:</b>	Vice President for Academic Affairs	<b>Responsible Party:</b>	<i>Director of Marketing, Communications &amp; Public Information</i>
<b>Approved:</b>	August 20, 2024		
<b>Revised:</b>			

**Purpose**

SUNY Broome Community College is supportive of civic engagement, and is committed to encouraging a bipartisan spirit on our campus. To maintain that spirit, it is important that the College’s administration is aware of any political activity on our campus, including visits from elected officials or political candidates.

**Statement of the Procedure**

Any public or media events held in conjunction or collaboration with elected officials must be routed through SUNY Broome’s MarCom office. Types of events include, but are not limited to, press conferences, scholarship presentations, and having elected officials as guests in a classroom. This is especially important for any events where students are present or involved.

Any member of the SUNY Broome community contacted by elected officials or their representatives regarding college-related matters, programs and events should inform the Director of Marketing, Communications & Public Information in a timely fashion.

Members of the SUNY Broome community may contact elected officials on behalf of the College, or invite elected officials to the College’s campus, after receiving approval from the Director of Marketing, Communications & Public Information and College administration.

**Related Policies (by number)**

GA2012 Marketing and Communications Policy

**To whom it applies (title or department)**

This procedure applies to all faculty and staff of the College.