



ELECTION GUIDANCE FOR COLLEGE EMPLOYEES

DO

DON'T

DO GET TO KNOW THE BOND PROPOSALS



Talk about it with family, friends, etc. outside the scope of your professional duties and when you are not viewed as a representative of the College. After work you can express a position.

DO UNDERSTAND THE PROCESS



This proposal comes after months of work and community meetings to prioritize the College's needs.

DO SHARE THE FACTS



Educate people with factual information about the propositions anytime you want.

DO ENCOURAGE PEOPLE TO VOTE



Don't encourage them "how" to vote.

DO KNOW THE ELECTION INFORMATION RESOURCES



Who to call, what content is Online, available print materials, etc.

DO VOTE



As a registered voter, it is your privilege to make your voice heard.



DON'T ADVOCATE DURING WORK HOURS

You can share facts only.



DON'T SPEND OR AUTHORIZE THE USE OF COLLEGE MONEY FOR POLITICAL ADVOCACY



DON'T CONDUCT POLITICAL ADVERTISING USING COLLEGE-OWNED RESOURCES

Includes creating or forwarding pro-proposition phone messages, emails, printed materials, etc.



DON'T BE AFRAID TO SHARE FACTUAL INFO

Talk about the election and educate people on the facts, but only advocate after-hours.



DON'T CONDUCT POLITICAL ADVERTISING ON COLLEGE PROPERTY

No pro-proposition meetings or pro-proposition literature should be on campus or at College functions.

GENERAL RULES

After a school bond election is called, College employees are not allowed to use College-owned resources to advocate support or opposition for the bond.

College-owned resources include your paid time, as well as all College equipment (telephones, computers, printers, copiers, internet access).

However, you can share **FACTS at ANY TIME.**

College employees can advocate for the bond on their own time outside of their job duties during non-paid hours.

WHAT IS POLITICAL ADVERTISING?

A communication that advocates a particular outcome of an election. It can be a communication in almost any written or broadcast form, such as a billboard, flyer, newsletter, poster, television or radio advertisement, email, or website.