

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.30 (BP 7370)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.30 Political Activity
Revision Date: 12/11
Policy References: Education Code Sections 7054, 7056; Government Code Section 8314

1. District employees may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time, provided the following conditions are met:
 - a. Campaign activities may be undertaken only at times when the employee is not required to perform duties for the District. Distributing campaign materials while on duty as an employee of the District is prohibited.
 - b. District resources may not be used to campaign for or against a candidate or issue. District resources include such things as computers, copying equipment, telephones, mailboxes, E-mail, PhoneMail, faxes, staff time, etc.
 - c. Reasonable steps must be taken to clarify that the District employee is acting in an individual capacity and does not represent the District.
 - d. A careful accounting of the time used in campaigning must be maintained so that there is no question of impropriety.
 - e. All other restrictions imposed by the Political Reform Act of 1974 and other provisions of law are followed.
 - f. All College regulations relating to time, place and manner are observed.
2. District employees may utilize District resources to disseminate factual information regarding candidates or ballot propositions during work hours provided the following conditions are met:
 - a. The information disseminated relates exclusively to the San Mateo County Community College District and the educational programs and activities thereof.
 - b. The information disseminated provides a fair presentation of relevant facts in a manner which is objective, full, and impartial.
 - c. The information disseminated does not directly or indirectly advocate the passage or defeat of a ballot proposition or the election of a candidate.
 - d. The employee has obtained appropriate permission from his/her supervisor.
3. In certain academic disciplines, classroom discussion of political issues, ballot measures and candidates may take place provided the discussion is conducted in a fair and impartial manner and is directly related to the course matter being taught.
4. Candidates for office may be invited to address a class provided the following conditions are met:
 - a. All candidates for a particular office are offered the same opportunity to address the class, although not necessarily at the same time.
 - b. The discussion or debate of the candidates is directly related to the course matter being taught.

BP 2.30 Political Activity (continued)

5. District employees, employee organizations, or student organizations are encouraged to invite declared candidates for office to address groups on campus provided the following conditions are met:
 - a. The presentation does not interfere with the educational programs or processes of the College.
 - b. All candidates for a particular office are offered the same opportunity to address groups on a campus, although not necessarily at the same time.
6. Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations related to time, place, and manner are respected. Candidates or proponents or opponents of specific issues may not use District resources as described in 1(b) above to prepare or distribute materials on campus.
7. Violations of this policy may be forwarded to the County of San Mateo District Attorney's Office for prosecution.