

DO	DON'T
<p><b>Do</b> take your personal time off (such as a lunch hour or vacation day or non-work time) and act in your private capacity to make your <b>own</b> public or private appearances, statements regarding a proposition and/or candidate, or engage in campaign activities off campus.</p> <p><b>Do</b> encourage students/faculty/staff to register to vote and to vote (but not in a particular way, when you are on work time) and provide voter registration materials.</p>	<p><b>Don't</b> use College/District telephones, email, computers, or servers<sup>1</sup> to assist a campaign or to personally campaign for or against a candidate or ballot measure.</p> <p><b>Don't</b> use College/District paper (stationary or not), copiers, fax machines, scanners, printers, and other business machines to print, create, edit, duplicate, or distribute campaign literature for or against a candidate or ballot measure.</p> <p><b>Don't</b> use College/District interoffice mail to distribute political materials.</p> <p><b>Don't</b> distribute (i.e. mailing, faxing, handing out), at public expense, campaign literature prepared by private proponents or opponents of a ballot measure.</p>
<p><b>Do</b> make clear that your personal position is just that—your personal position—and is not being taken on behalf of nor in any way represents the College/District.</p> <p><b>Do</b> make clear that no College/District resources have been or are being spent in connection with any partisan presentation you make about a candidate or ballot measure if there is any question that the participation is personal.</p>	<p><b>Don't</b> encourage or direct College/District employees to spend their working time preparing materials to support or oppose a candidate or ballot measure.</p> <p><b>Don't</b> use public funds to purchase items like bumper stickers, posters, advertising “floats,” or television and radio “spots.”</p>
<p><b>Do</b> staff a booth or table at your campus—on your own time—in favor of or opposed to a ballot initiative or candidate and/or solicit signatures for a ballot measure.</p>	<p><b>Don't</b> campaign in favor of or against a candidate or ballot initiative while wearing LRCCD, ARC, CRC, FLC, SCC, or LRPD badges, clothing, or uniforms.</p>
<p><b>Do</b> solicit funds on behalf of or in opposition to a candidate or ballot measure away from campus during non-working hours.</p>	<p><b>Don't</b> solicit funds from District vendors to support or oppose candidates or measures as part of your contract discussions.</p> <p><b>Don't</b> solicit funds on College/District property to support or oppose candidates or ballot measures during work time.</p>
<p><b>Do</b> present a “fair presentation of the facts” in response to a citizen’s request for information at any time and in any place when speaking in an official capacity.</p> <p><b>Do</b> present the College/District’s view of a ballot proposal at a meeting of an organization when requested by a public or private organization and when you are authorized to speak on the College/District’s behalf.</p>	<p><b>Don't</b> provide only one side of the facts when responding to a citizen’s request for information or at any meeting when such information is requested by a public or private organization in your official capacity.</p>

<sup>1</sup> Incidental use of wireless Internet access available on campus with electronic devices, computers or cell phones not owned by the College or District is not a violation of this rule.