

Guidelines for School Districts in Election Campaigns

Persons	What's OK	What's Not OK	Things to Consider
<p>Public Employees in general</p>	<p>A public employee, while on the job during working hours may:</p> <ul style="list-style-type: none"> • Prepare and distribute impartial written material or make an impartial presentation that discusses election subjects. • Perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc. • Impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way. • Address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties • Prepare neutral, factual information for a governing body to use in determining what position to take on an issue. • In a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political 	<p>A public employee, while on the job during work hours may not:</p> <ul style="list-style-type: none"> • Prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position. • Collect funds, prepare filing forms or correspondence on behalf of candidates or political committees. • Produce or distribute a news release or letter announcing an elected official's candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official's political position. • Make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official's availability and add an event to the schedule) • Grant unequal access to public facilities to candidates or political committees • Direct other public employees to participate in political activities, when in 	

	<p>position</p> <ul style="list-style-type: none"> • Wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - • A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity. • It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty. 	<p>the role of a supervisor.</p> <ul style="list-style-type: none"> • Draft, type, format or edit a governing body's resolution that advocates a political position (except to conform the resolution to a standard format) • Prepare or give recommendations to the governing body urging which way to vote on such a resolution. • Sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote announce the governing body's position on such a resolution to the media • Include the governing body's position or vote on such a resolution in a jurisdiction's newsletter or other publication 	
<p>Principals or Building Administrators</p>	<ul style="list-style-type: none"> • May inform staff during non-work hours of opportunities to participate in campaign activities. • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • In the course of normal publications for the school may distribute an objective and fair presentation of the facts based on and expanded upon the 	<ul style="list-style-type: none"> • Shall not pressure or coerce employees to participate in campaign activities. • Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures. • Shall not coordinate informational activities with campaign efforts, in a manner that makes the district appear to 	<ul style="list-style-type: none"> • Has there been communications with staff and with union representatives regarding the prohibition on the use of the school's internal mail or email system to support or oppose a ballot measure? • Is the distribution of this information consistent with the normal practices of the school (such as kid mail, newsletters, websites, or some other format)?

	<p>information prepared by the district in accordance with the normal and regular conduct of the school and the district.</p> <ul style="list-style-type: none"> • May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the district's policy generally permits employees to wear political buttons. • May engage in campaign activities on their own time, during non-work hours and without using public resources. 	<p>be supporting or opposing a ballot measure.</p> <ul style="list-style-type: none"> • Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. 	<ul style="list-style-type: none"> • Is the information provided an objective and fair presentation of the facts? • Is the activity consistent with the school's normal and regular course of business? • Do the materials accurately present the costs and other anticipated impacts of a ballot measure?
<p>Teachers and other District Employees</p>	<ul style="list-style-type: none"> • May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours. • May inform staff during non-work hours of opportunities to participate in campaign activities. • May engage in campaign 	<ul style="list-style-type: none"> • Shall not use work hours or public resources to promote or defeat a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking engagements, coordinating phone banks, or fundraising). • Shall not pressure or coerce 	<ul style="list-style-type: none"> • Do the presentations accurately present the costs and other anticipated impacts of a ballot measure? • Is the employee acting on his or her own time, during non-work hours?

	<p>activities on their own time, during non-work hours and without using public resources.</p> <ul style="list-style-type: none"> • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the district’s policy generally permits employees to wear political buttons. • May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms, which are used only by staff or other authorized individuals. • May place window signs or bumper stickers on their privately owned cars, even if those cars are parked on school property during working hours. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 	<p>employees to participate in campaign activities.</p> <ul style="list-style-type: none"> • Shall not use district resources to organize the distribution of campaign materials. 	
<p>Superintendent and District Administrators</p>	<ul style="list-style-type: none"> • May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours. • May fully participate in campaign activities, including meeting with citizens’ campaign committees to plan strategies, 	<ul style="list-style-type: none"> • Shall not use public resources to operate a speaker’s bureau in a manner that may be viewed as promoting a ballot measure. • Shall not use public resources to promote or defeat a candidate or ballot measure. • Shall not pressure or coerce employees to participate in 	<ul style="list-style-type: none"> • Is the superintendent using public resources in a manner that promotes or opposes a candidate or ballot measure? • Does the presentation accurately present the costs and other anticipated impacts of a ballot measure?

	<p>during non-work hours and without the use of public resources.</p> <ul style="list-style-type: none"> • May inform staff during non-work hours of opportunities to participate in campaign activities. • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the district's policy generally permits employees to wear political buttons. • May place window signs or bumper stickers on their privately owned cars, even if those cars are parked on school property during working hours. • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 	<p>campaign activities.</p> <ul style="list-style-type: none"> • Shall not use district resources to organize the distribution of campaign materials. 	
<p>Union Representatives</p>	<ul style="list-style-type: none"> • May, during non-work hours, make available campaign materials to union members in lunchrooms and break rooms, which are used only by staff or other authorized individuals. • May distribute campaign 	<ul style="list-style-type: none"> • Shall not use the school's internal mail or email system to communicate campaign-related information, including endorsements. • Shall not distribute promotional materials in classrooms or other 	<ul style="list-style-type: none"> • Are campaign materials made available only in those areas used solely by staff or other authorized individuals? • Does such distribution occur during non-work hours?

	<p>materials at union-sponsored meetings.</p> <ul style="list-style-type: none">• May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the district's policy and the collective bargaining agreements.	<p>public areas.</p>	
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