

Political Campaign Events on Property Under the Control of Laredo College

Standard Administrative Procedure

7.0400.01

Board Policy Reference: [GD, Community Expression and Use of College Facilities – GD\(Local\)](#)

Approved (11-08-2023)

Revised (11-08-2023)

Next Scheduled Review (11-08-2028)



Purpose Statement

As an institution of higher education, Laredo College (LC) is required to remain neutral in political activities. The Institution recognizes the constitutional rights and privileges of individual faculty, staff, and students concerning freedom of speech and participation in political events. While LC encourages the free exchange of ideas and will protect freedom of speech, the Institution maintains its right to impose reasonable time, place, and manner restrictions regarding political activities on college property.

This Standard Administrative Procedure provides guidance governing the use of Laredo College property and facilities for political activities and events.

Definitions

Electioneering – includes the posting, use, or distribution of political signs or literature.

Voting Period – the period beginning when the polls open for voting and ending when the polls close or the last voter has voted, whichever is later.

Procedure

1. INSTITUTIONAL NEUTRALITY

1.1 Laredo College will remain neutral in regard to any partisan political activity. The college will not endorse, support, or promote any political candidate or any partisan political activity. Furthermore, all college employees including faculty, staff, and students should avoid any behavior that could reasonably be interpreted as official college endorsement or support of political candidates or partisan political activities.

2. DISCRIMINATION BASED ON POLITICAL VIEWPOINT

2.1 Laredo College will not discriminate against any organization or individual based on political affiliation or doctrine, nor will it favor any political organization or doctrine over another.

2.2 Laredo College employees may make personal contributions to candidates for office and political organizations.

3. USE OF COLLEGE FUNDS, SERVICES, OR FACILITIES

3.1 No Laredo College employee shall expend or authorize the expenditure of any Laredo College funds, services, or supplies for the purpose of influencing the outcome of any election, or partisan political activity.

3.2 Political candidates or non-institutional affiliates are not permitted to reserve college facilities for political campaign events.

3.3 Recognized student organizations, faculty, and staff groups may reserve college facilities for speakers or programs related to political events on campus. An Event Request form must be submitted for approval prior to the event. Consideration must be given to all candidates running for office.

3.4 All approved political events held on campus are subject to the guidelines within the College.

4. VISITS BY CURRENT POLITICAL OFFICEHOLDERS

4.1 In any circumstance where the nature of an officeholder's visit is not clear prior to arrival, college officials should use their best efforts to determine in advance if the officeholder will be engaging in any partisan activities during the visit. The President or designee may request a written statement from the sponsoring campus organization to clarify the nature of the visit.

5. USE OF SYMBOLS, INSIGNIA, AND OTHER IDENTIFYING MARKS

5.1 Laredo College prohibits the use of its logos, symbols, insignias, images (seals, mascot, facilities) or other identifying marks in the endorsement, support, or promotion of political candidates or partisan political activities.

6. SPONSORSHIPS OF POLITICAL EVENTS BY RECOGNIZED STUDENT ORGANIZATIONS OR FACULTY/STAFF GROUPS

6.1 Recognized student organizations and faculty and staff groups may sponsor candidates for political office or current officeholders to speak at an institution event in accordance with all applicable institution requirements. In sponsoring a partisan political activity on campus, a recognized student organization or faculty/staff group must be responsible for seeking the appropriate approvals for any space requests, communicating, and collaborating with the appropriate institution officials about the event. On days when a venue is being used as a polling site, all campaign materials must be at least 100 feet from an outside door through which a voter may enter the building in which the polling place is located. (Election Code 62.013(a)-(b))

7. DISCLAIMER STATEMENT

7.1 Laredo College reserves the right to require that a statement be made prior to the presentation of any speaker or on promotional materials that the views expressed by the speaker are not necessarily those of Laredo College.

8. POLLING PLACE GUIDELINES FOR ELECTIONEERING

8.1 All parties must abide by the State of Texas Election Code 62.013, as it relates to all political signage.

8.2 All parties must abide by State of Texas Election Code 61.004, as it relates to the operation of sound amplification devices (including sound trucks).

8.3 All signage on the Laredo College campus must adhere to the following:

8.3.1 May not obstruct ramps, walkways or driveways;

8.3.2 Must be in the designated area (see Laredo College Election Polling Place Map); and,

8.3.3 Signs must be removed immediately after the voting period has ended.

8.3.4 Signs inside any college buildings are not allowed.

8.3.5 Signs that include the insignia/logo of the Laredo College District are not allowed.

8.4 During the time a campus polling place is open for voting, no candidate for public office or any of their representatives may:

8.4.1 Disrupt classes or other college activities.

8.4.2 Violate federal or state laws.

8.4.3 Violate any Laredo College District Regulation or Policy.

8.4.4 Violate any Laredo College Rule or Procedure.

8.4.5 Post messages on campus electronic message boards; or,

8.4.6 Damage college property in any way.

8.5 Due to space limitations on campus, signage will be restricted to:

8.5.1 No more than four (4) signs per candidate; and,

8.5.2 No more than 2x3 feet in size.

8.6 Due to underground water, gas, and other utility lines, outside digging equipment including: diggers, T-bars, shovels, spades, augers, or other machinery is prohibited without prior written consent from the Laredo College Physical Plant Department.

9. DUAL OFFICE HOLDING

9.1 Employees may run for election and serve as members of the governing bodies of school districts, cities, towns, or other governmental districts. No campaign activities may be conducted during official business hours unless the employee has requested and received permission to use leave time for such a purpose. Any employee elected to such a position may not receive any salary for serving as a member of such governing bodies. The employee must not use any college resources for campaign purposes.

9.2 Employees may hold non-elective offices with boards, commissions and other state and federal entities provided that the holding of such office (a) is of benefit to the state of Texas or is required by state or federal law, and (b) is not in conflict with the board member's or employee's position within the institution. In the case of employees, such appointments must be approved by the College President.

Related Statutes, Policies, or Requirements

GD – Community Expression and Use of College Facilities – GD(Local)

Contacts

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