TO: Budget Unit Managers

FROM: Richard Hale, Vice President

SUBJECT: POLITICAL SIGNS

As we approach Election Day, we will be faced with requests to post signs supporting various candidates for office. The Attorney General’s Office has advised us that political signs may be posted only if:

1. pre-approval is secured through the office of the Director of College Center, N-105, and the office of the Director for Administrative Services, J-101, respectively, as per our normal procedures;

2. signs are posted in the proper places, i.e., only on gallery kiosks; and

3. signs are removed promptly after the election and the posted surface is restored to its pre-existing condition.

The posting of signs without proper college clearance and/or in the wrong location is a violation of college policy and State regulations. Any violations will be forwarded to the Attorney General’s Office and the Board of Elections of the appropriate county.

Also note that the Campus Code of Conduct specifically “prohibits the unauthorized use of the college’s name, finances, materials and supplies (including stationary bearing the college’s letterhead) or facilities (including computer facilities) for commercial, political or unauthorized purposes.”

Should you learn of anyone acting inappropriately on this matter, please take his/her name and contact Campus Police. Thank you for your assistance in this matter.