

Personnel - Academic

Administrative Rules and Procedures

4322 Free Speech

The following procedures regarding the time, place and manner shall govern the exercise of free speech and related activities on the campus. The responsibility for maintaining conduct within the bounds of the law and compliance with the policies of the Board of Trustees shall be assumed by individuals, organizations, and the sponsoring organization's officers and student organizations, faculty advisors and all organizational members.

1. Speakers on Campus

Speakers for extra-curricular events may either request to come to campus or be invited Associated Students chartered organizations, an established faculty group, or an administrative group on campus subject to the following conditions:

- a. The sponsoring organization or the Vice President of Student Services or designee shall notify the President of the college seventy-two (72) hours in advance of the speaker and his or her topic. Wherever in these procedures seventy-two (72) hours notice is required no less than 48 of the 72 hours shall be included in days in which the college is in session.
- b. Speakers shall be scheduled during normal operating hours of the college. College hours have been established especially for and are considered most appropriate for such events. Requests for exceptions must be submitted to the President of the college for approval seventy-two (72) hours in advance of the event. Classes may be cancelled for such extra-curricular activities only with the joint approval of the President of the college and the Faculty Senate.
- c. A faculty member or an administrator, as appropriate, shall serve as moderator of a speaking event. The sponsoring organization shall advise speakers of relevant regulations dealing with the solicitation of funds and sale of materials. In the instance of student-sponsored events, the faculty advisor shall be present the entire duration of the event.

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- d. Speaking events shall be held in any appropriate area that does not disturb classes and other college functions or interfere with the flow of campus traffic. The use of indoor facilities will be permitted upon the approval of the Vice President of Student Services.

Applications for the use of indoor facilities must be submitted no less than seventy-two (72) hours in advance of the intended use; however, the availability of facilities will be greatly enhanced by prior application of one week or more.

- e. The use of sound amplifying equipment outdoors requires prior written consent of the President of the college. Such equipment shall be used in a manner that does not disrupt other college activities.
- f. The individual, organization or sponsoring organization is responsible for making arrangements for the speaking event, including setting up and removal of advertising signs, service tables and other equipment.

2. **Distribution of Materials and Solicitation of Funds**

- a. The distribution of materials to and solicitation of funds from students shall be by the Associated Students one of its chartered organizations, the Board of Trustees, the Chancellor and designees, or others so authorized.

- b. Any materials sold or funds solicited shall be subject to reasonable time, place and manner regulations. Such materials and fund appeals must indicate the name and address of the sponsoring organization and/or the solicitor.

- c. Before materials are distributed and funds are solicited by a student organization, an individual, or others so authorized, a copy of such items signed by the faculty advisor shall be sent to the Vice President of Student Services and the Associated Students commissioner of publicity or to the Vice President of Student Services, as appropriate. Prior submission in all cases shall be no

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less than seventy-two (72) hours in advance.

- d. Materials to be sold or requests for donation of funds shall be displayed on tables, which shall be attended to at all times. Such sales and solicitations shall be restricted to the immediate vicinity of the table. Materials to be distributed shall be handed directly to individuals and not left unattended on tables. Distribution or solicitations shall not interfere with classes and other college functions or interfere with the flow of campus traffic.
- e. All tables shall be posted with a sign clearly indicating the name of the individual, organization, or sponsoring organization. The individual, organization or sponsoring organization is responsible for making physical arrangements for the distribution of materials or solicitation of funds, including setting up and removal of advertising signs, litter, service tables and other equipment.

3. Signs and Banners

Display of banners and signs is subject to time, place and manner regulations to protect the aesthetic appeal of the District's campuses, to minimize traffic hazards and to prevent interference with the normal operation of the college. Accordingly, the following policies apply to the display of banners and signs:

- a. Banners and signs may be displayed only in locations set forth in the District's administrative regulations.
- b. Banners and signs visible from off campus shall be displayed only by the college administration or the Associated Students.
- c. Banners and signs visible from off campus may be displayed solely to announce college sanctioned events or activities.
- d. All banners and signs are subject to the time, place and manner regulations set forth in the District's administrative regulations.

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Nothing in this policy shall supersede the provisions of governing board policies relating to student and faculty conduct and grievance.