

Students and Student Services

Administrative Rules and Procedures

5510 Free Speech - Las Positas College and Chabot College

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, advisors and all organizational members. Restrictions on speech content shall extend no further than to restrain speech that is obscene, libelous, or presents a clear and present danger.

1. Speakers on Campus

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

- a. The sponsoring organization or the Vice President of Student Services at Las Positas college or Dean of Students at Chabot College or designee shall notify the president of the College three (3) working days in advance of the speaker and his or her topic.
- b. Speakers shall be scheduled during normal operating hours of the College.
- c. 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 advisor shall be present the entire duration of the event.
- 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 at Las Positas College or the Dean of Students at Chabot College. Applications or the use of indoor facilities must be submitted three (3) working days in advance of the intended use; however, the availability of facilities will be greatly enhanced by prior application of one week or more.

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- e. The use of sound amplifying equipment outdoors requires prior written consent of the Vice President of Student Services at Las Positas College or the Dean of Students at Chabot 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 at Las Positas College or the Dean of Students at Chabot College as appropriate. Prior submission in all cases shall be no less than three (3) working days.
- 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.

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- 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.

- f. Pursuant to the provisions of the California Educational Code, Section 76120, individuals and/or organizations wishing to distribute information, literature to and/or solicit petition signatures from students from Las Positas College or Chabot College, must file a copy of the petitions or materials to be distributed with the Vice President of Student Services. The application form at Las Positas College must include the distributor's name, address, and social security number. A vending form must be completed at Chabot College and submitted. The Vice President of Student Services at Las Positas College or the Dean of Students at Chabot College or designated representative will specify the time, place and manner in which the literature is distributed or the petition signatures solicited. The distribution period allowed is two days per month at Las Positas College unless modified by the Vice President. No materials shall be distributed in, around, or outside any classroom nor in the halls of any building. The primary area provided for distribution will be the Student Center. Distributing literature or soliciting petition signatures at any place or time other than that designated, or in any manner other than specified by the Vice President of Student Services at Las Positas College or the Dean of Students at Chabot College, is strictly prohibited.

3. Signs, Posters, 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:

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- a. Banners and signs may be displayed only in locations set forth in the District's administrative and colleges' 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.
- e. Only posters related to activities, events, or classes sponsored by Las Positas or Chabot Colleges will be approved for general display. Other posters/announcements will be considered for approval to be posted in the Student Centers.