

Procedure Information

Number: 6.13.1

Name: Election Activities on Campus Procedure

Author: Policy Committee

Effective Date: March 28, 2019

Next Review Date: Fall 2023

Regulatory Authority:

- Minn. Stat. § 10.60, subd. 3(b) (2018) – Public Websites and Publications
 - <https://www.revisor.mn.gov/statutes/?id=10.60>
- Minn. Stat. § 43A.32 (2018) – Political Activities
 - <https://www.revisor.mn.gov/statutes/?id=43a.32>
- Minn. Stat. § 43A.38, subd. 4 (2018) – Code of Ethics for Employees in the Executive Branch
 - <https://www.revisor.mn.gov/statutes/?id=43a.38>
- Minn. Stat. § 135A.011 (2018) – State Higher Education Objectives
 - <https://www.revisor.mn.gov/statutes/?id=135A.011>
- Minn. Stat. § 201.1611, (2018) – Caucus, School Schedule Preemption, Excusal from Employment to Attend
 - <https://www.revisor.leg.state.mn.us/statutes/?id=201.1611>
- Minn. Stat. § 202A.19, subd. 3 (2018) – Caucus, School Schedule Preemption, Excusal from Employment to Attend
 - <https://www.revisor.leg.state.mn.us/statutes/?id=202A.19>
- Minn. Stat. § 202A.135 (2018) – Caucus, School Schedule Preemption, Excusal from Employment to Attend
 - <https://www.revisor.leg.state.mn.us/statutes/?id=202A.135>
- Minn. Stat. § 204C.03, subd. 2 (2018) – Public Meetings Prohibited on Election Day
 - <https://www.revisor.mn.gov/statutes/?id=204c.03>
- Minn. Stat. § 204C.04, (2018) – Public Meetings Prohibited on Election Day
 - <https://www.revisor.mn.gov/statutes/?id=204c.04>
- Minn. Stat. § 211B.09 (2018) – Prohibited Public Employee Activities
 - <https://www.revisor.mn.gov/statutes/?id=211B.09>
- Minn. Stat. § 211B.10 (2018) – Prohibited Public Employee Activities
 - <https://www.revisor.mn.gov/statutes/?id=211B.10>
- Minnesota State Board Procedure 5.22.1, Part 5, subp. C and D – Acceptable Use of Computers and Information Technology Resources
 - <http://www.minnstate.edu/board/procedure/522p1.html>
- MMB Administrative Procedure 32 – Political Activities of State Employees

Part 1. Classes/Public Meetings on Caucus/Election Day

Subpart A. Caucus Day Restrictions

No event, including classes, may be scheduled after 6:00 p.m. on the day of a major political party precinct caucus, unless advance permission is received from the Board of Trustees. Minn. Stat. § 202A.19, subd. 3 (2018).

Subpart B. General Election and Primary Day Restrictions

On general election, primary days, and other election days within the political subdivision in which is North Hennepin Community College is located, no events may be scheduled between 6:00 p.m. and 8:00 p.m., other than regularly scheduled classes. Classes regularly scheduled during those hours may be held as usual. Minn. Stat. § 204C.03, subd. 2 (2018).

Part 2. Computers/Technology Use

Subpart A. Website Links to Political Candidates are Prohibited

North Hennepin Community College websites may not include links to a weblog or website maintained by a political candidate, party, or committee. Minn. Stat. § 10.60, subd. 3(b) (2018).

Subpart B. Contact with Elected Officials

Employees may use System computers to communicate with elected officials “provided this use, including the value of the time spent, results in no incremental cost to the state or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable.” Minn. Stat. § 43A.38, subd. 4 (2018).

Subpart C. Political Activities

Employees may not use System information technology for political activities prohibited by law. Minnesota State Board Procedure 5.22.1, Part 5, subp. C and D.

Part 3. Employees

Subpart A. Employees as Political Candidates or Public Officials

State law addresses under what circumstances employees are required to or allowed to take a leave of absence to become a candidate for public office, as well as other issues involving employees as candidates or public officials. For more information, see:

- Minn. Stat. § 43A.32 (2018)
- Minn. Stat. § 211B.10 (2018)
- MMB Administrative Procedure 32

Subpart B. Solicitation of Funds

Employees are prohibited from soliciting or receiving funds for political purposes, directly or indirectly, during hours of employment. Minn. Stat. § 43A.32 (2018); MMB Administrative Procedure 32.

Subpart C. Use of Position to Influence Others

Employees may not use their official authority or influence to compel another person to apply for membership in or become a member of a political organization, or to make or promise to make

political contributions, or to engage in any political activity. Employees may not use their position to gain advantages for an organization with which they are associated that are different from those available to the general public. Minn. Stat. § 43A.32, 43A.38, 211B.09 (2018); MMB Administrative Procedure 32.

Employees cannot use their employment titles in political correspondence to avoid creating the impression that they are speaking or acting on behalf of North Hennepin Community College.

Subpart D. Absence from Work

Employees may arrange for absence from work for certain political or election activities. Consult the language of the pertinent statute for information about each activity.

- Time off for participation in state central committee, executive committee of a major political party, conventions, or convention committees; requires 10-day notice to the employer. Minn. Stat. § 202A.135 (2018).
- Time off for participation in a major political party caucus; requires 10-day notice to the employer. Minn. Stat. § 202A.19 (2018).
- Time off to vote on the day of a scheduled state primary or general election, election to fill office of United States or state senator or representative. System employees must make advance arrangements with their employer. For more information, see:
 - Minn. Stat. § 204C.04 (2018)
 - MMB Voting and Political Activity, <https://mn.gov/mmb/employee-relations/labor-relations/resources-for-agencies/voting-political-activities.jsp>

Part 4. Facilities Use

Subpart A. Candidate Forums

North Hennepin Community College may host public forums in which registered candidates for a particular office who meet objective criteria are invited to participate. Participating candidates should be given equal opportunity to speak or answer questions. Information about appropriate time, place, and manner can be found in the North Hennepin Community College Facilities Use Policy (6.12) and Procedure (6.12.1).

Part 5. Student Rights and Responsibilities

Student rights and responsibilities are addressed in North Hennepin Community College Policy 3.1. These include the freedom to learn, freedom of expression, freedom of association, the right to hold student-sponsored forums, and for student publications to be free from censorship or advanced approval of copy. These rights may be subject to reasonable time, place, and manner restrictions as found in North Hennepin Community College Facilities Use Policy (6.12) and Procedure (6.12.1).

Part 6. Voter Registration

North Hennepin Community College makes voter registration forms available to each student as early as possible in the fall semester and consults with the Student Senate in determining the most effective way to distribute voter registration forms and facilitate Election Day registration of students. Collected forms are sent no later than 21 days before the general election to the Secretary of State. Minn. Stat. § 201.1611 (2018).

Part 7. Campus Review

Review Action	Date(s)
Campus Community Review Period	02-Nov-2018 through 21-Nov-2018
AFSCME Review	December 2018
Diversity, Equity, and Inclusion Committee	10-Dec-2018
MAPE Review	December 2018
MMA Review	December 2018
Shared Governance Council Review	14-Dec-2018
Student Senate Review	6-Dec-2018
President Approval	28-Mar-2019
Campus Community Dissemination	April 2019

History

- New procedure effective August 2014.
- Reviewed Fall 2018