

visitors     contractors

Effective Date of This Revision: July 2014

Contact for More Information: Director of Contracting and Purchasing Services; Associate Vice-President of Student Affairs, Associate Vice-President for University Communications

Board Policy     Administrative Policy     Procedure     Guideline

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All Central Michigan University policies, procedures, and operating directives which affect advocacy activities on campus, whether or not they were developed for that specific purpose, are set forth in this document. In each case the policies are intended to conform with certain assumed principles. These are:

1. The vast majority of Central Michigan University students have reached the legal age of majority and have all the rights and responsibilities of adult citizens.
2. Informed political participation is a necessary element in the democratic process, and such participation is one of the obligations of citizenship.
3. Participation in the discussion of political and other public issues by University students is a desirable educational function and goal.
4. The University, as a public agency supported in part by public revenue (t)6.9 (i)6 ci 2. Where applicable, Applicable Halls.

The following definitions apply to these policies.

- A. **PRINTED MATERIALS**: Written communications including leaflets, handbills, literature, signs, cloth signs or posters.

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Authority: George E. Ross, President  
History: 1-29-98; 5-19-98; 9-15-12  
Indexed as: Title; Demonstrating; First Amendment; Lobbying; Mail Distribution; Parades; Printed Material; Signs; Leafletting; Student employees



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Ronan Hall, Rose Center, Rowe Hall, Sloan Hall, Smith Hall, Warriner Hall, Wightman Hall, and as provided below in the Residence Halls, Bovee University Center, and Student Activities Center.

2. Bulletin Boards

- a. Bulletin Boards in University buildings, or on campus information kiosks, which are not designated for a particular and specified purpose, are considered to be General Purpose Bulletin Boards. All University buildings shall have at least one General Purpose Bulletin Board located adjacent to the main traffic flow of that building.
- b. Bulletin Boards for a particular purpose, and visibly labeled to that effect, shall be reserved for the purpose designated.
- c. Any person or group may place PRINTED MATERIALS on General Purpose Bulletin Boards. Everyone should show courtesy toward other potential users of the limited space.
- d. A person may post only one piece of printed material on a General Purpose Bulletin Board at a time and must limit the size of such PRINTED MATERIALS to 22" by 28".
- e. Each piece of printed material placed upon a General Purpose Bulletin Board must list the initial date of the posting.
- f. PRINTED MATERIALS placed upon a General Purpose Bulletin Board will be removed after the event being announced has taken place, or within 30 days after its initial posting, whichever is sooner, so that other persons or groups may have access to the limited Bulletin Board space.

3. Residence Halls

PRINTED MATERIALS may only be left for SELF-DISTRIBUTION in the racks and/or table(s) provided for this purpose.

4. The Bovee University Center

- a. Any person may leave PRINTED MATERIALS for SELF-DISTRIBUTION in designated locations in the racks provided for this purpose.
- b. Up to three people may DISTRIBUTE PRINTED MATERIALS within the the first floor (lower level) lobby of the Bovee University Center when the building is open to the public.
- c. PRINTED MATERIALS may not be DISTRIBUTED at any other location in the University Center except for programs and information materials DISTRIBUTED in connection with scheduled events; and except for PRINTED MATERIALS DISTRIBUTED at reserved tables.
- d. The reserved tables provided by the University Center will be located in the lower lobby of the building outside of the eating area and in front of the bulletin board. No more than three reserved tables will be used at any one time. The reserved tables may not be placed in the corridor or in any area that would impede exit from the building in case of an emergency.
- e. Reserved tables are available to REGISTERED STUDENT ORGANIZATIONS at no cost. All other persons or groups reserving a table for distribution of PRINTED MATERIALS will be assessed a daily fee
- f. Reserved tables may be reserved for a period of time not to exceed two days. REGISTERED STUDENT ORGANIZATIONS will have priority in the reservation of reserved tables on a "first come, first served"

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basis. If, however, four or fewer days before a particular date, reserved table space has not been reserved for that date by a REGISTERED STUDENT ORGANIZATION, the reserved table space may be reserved by individuals on a “first come, first served” basis.

- g. After using a reserved table for two days, the group or individual must wait for two days before reserving a table for another period of use, except that an immediate reservation may be granted if there are no other applicants.
  - h. Reservations for reserved tables may be made with the Events and Conference Services Office, and they will provide instructions concerning the maintenance of the reserved table area.
5. The Student Activity Center
- a. PRINTED MATERIALS which are programs and information materials in connection with scheduled events may be DISTRIBUTED in the Student Activity Center.
  - b. Any person may leave PRINTED MATERIALS for SELF-DISTRIBUTION in designated locations in the racks provided for this purpose.
  - c. Up to three people may DISTRIBUTE PRINTED MATERIALS in the areas immediately inside the east and west entrances to the Student Activity Center when the building is open to the public.
  - d. Tables may be reserved in the hallways of the Student Activity Center for DISTRIBUTION of PRINTED MATERIALS for a period of time not to exceed two days. REGISTERED STUDENT ORGANIZATIONS will have priority in the reservation of reserved tables on a “first come, first served” basis. If, however, four or fewer days before a particular date, reserved table space has not been reserved for that date by a REGISTERED STUDENT ORGANIZATION, the reserved table space may be reserved by individuals on a “first come, first served” basis.
  - e. After using a reserved table for two days, the group or individual must wait for two days before reserving a table for another period of use, except that an immediate reservation may be granted if there are no other applicants.
  - f. Reservations for reserved tables may be made with the front desk of the Student Activity Center, and



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the trees, and may remain for a period up to one week. Signs not conforming to this general description will be removed. Each sandwich board must conspicuously show the initial date of the placement and the name of the sponsoring organization.

2. The Warriner Mall area between the flagpole (north of Warriner Hall) and the south ends of Grawn and Smith Hall and the area between the Park Library and the Central Park pond are places where REGISTERED STUDENT ORGANIZATIONS of the University may place SIGNS and/or TEMPORARY STRUCTURES. No TEMPORARY STRUCTURE may be larger than 100 square feet or taller than 8 feet and must conspicuously show the initial date of the placement and the name of the sponsoring organization. The SIGNS/TEMPORARY STRUCTURES may not be placed on sidewalks, parking lots or walkways. They must be removed at the conclusion of the event but no later than 12:00 p.m. of the day immediately following the event, or within seven (7) days after placement and/or erection, whichever is sooner, except that the Associate Vice-President of Student Affairs or designee may grant approval for a SIGN (not a TEMPORARY SR.4 (P)5.8SR.4 (6)-12.Cc 0.4 (6)-12 (I)1.e-EMiCS8.92.2 (i)0(onc)45 Tnc 06.1 (v)-2 16 (M)





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- A. The use of the University's digital systems (e-mail, LISTSERV lists, digital announcements, etc.) by all individuals and/or organizations must comply with the CMU [Responsible Use of Computing Policy](https://www.cmich.edu/docs/default-source/president-s-division/general-counsel/administrative-policy-docs/3/p03031) <https://www.cmich.edu/docs/default-source/president-s-division/general-counsel/administrative-policy-docs/3/p03031>.
- B. It is suggested that University employees who use the University's electronic mail system at a time when the employee has not been officially designated to represent the University's position shall include the following language in any discussions of political advocacy or political solicitation:

This message is not endorsed by Central Michigan University.

- A. Only those individuals authorized to lobby on behalf of the University by the Board of Trustees are permitted to lobby on behalf of the University or any part of the University. Any person engaged in lobbying who is not authorized to lobby on behalf of the University is not lobbying for or representing the University.
- B. Those authorized to lobby on behalf of the University are: any member of the Board of Trustees, the President, the Provost, any Vice President, the General Counsel, the Vice President for Development and External Relations, the Director of Government Relations, and any person delegated authority in writing by the President, Provost or any Vice President. This written authority must be kept on file, in the Office of the Secretary of the Board of Trustees.
- C. No funds DISTRIBUTED by the University to the Student Government Association, or to any RSO shall be used for the purpose of lobbying, either directly or indirectly.
- D. No University trustee, officer or employee shall make any assessment for funds of other University trustees, officers or employees for the purpose of lobbying, either directly or indirectly.

While individuals and groups are free to express political judgments in the form of an endorsement of a candidate or a ballot issue, such an endorsement may not imply and does not imply official University sanction or action.

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