

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

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| Title: PRACTICES AND PROCEDURES GOVERNING CONDUCT RELATED TO ELECTIONS AND BALLOT MEASURE ELECTIONS | Number: BP 1.27 |
| Legal Authority: California Education Code Section 70902 and Section 7058, and California Government Codes Section 84308 | |

1. PURPOSE. This policy is primarily intended to address District involvement in ballot measure elections and campaigns. Board of Trustee elections are subject to additional laws, regulations, and limitations established by the State of California, City and County of San Francisco, and the City and County of San Francisco Ethics Commission.
<https://sfethics.org/>
2. TRAINING. All Board members and all City College of San Francisco/San Francisco Community College District administrators or other employees acting as agents of the administration who are involved in a ballot measure and shall be trained in and follow campaign finance law and the proper use of public funds. To accomplish this requirement, the Office of General Counsel or equivalent legal authority shall assure a regular campaign ethics and campaign finance training program for all Board members and administrators or other employees acting as agents of administration involved in bond elections.
3. COMPLIANCE WITH RELEVANT GOVERNMENT CODE. All activities relating to a ballot measure campaign, including campaigns by candidates for election to the Board of Trustees, shall be subject to Education Code Sections 7058 and 70902 and Government Code Section 84308.
4. PERMITTED COLLEGE ACTIVITIES. District funds and resources may be used to provide information relating to facilities bond campaigns, ballot measures, and candidates, and for purposes of pre-campaign polling to gauge interest in a potential ballot measure. Pursuant to California Education Code section 7058, nothing in this policy shall prohibit the use of a forum or town hall under the District's control if the forum is open to the general public.
5. PERMITTED INDIVIDUAL ACTIVITIES. Administrators or other college employees acting as agents of the administration are permitted to engage in political activity using their own resources and while off-duty.
6. PROHIBITED ACTIVITIES.
 - A. Board members, administrators, and employees of City College of San Francisco/San Francisco Community College District are prohibited from using college funds, services, supplies, or equipment of any kind to advocate for the passage or defeat of any ballot measure or the election or defeat of any candidate, including, but not limited to, any candidate for election to the Board of Trustees. For

Adopted by Board of Trustees: 11/14/2019
Revisions: 8/28/2009

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purposes of this restriction, “funds, services, supplies, or equipment” includes, but is not limited to, on-duty personnel time and effort, District facilities, District property, District buildings, District-owned or issued computers, laptops, or mobile communication devices, any accounts receivables received or owed to the District (including any rents or lease payments whatsoever), and other resources of the District;

- B. No board member or administrator or other employee acting as agents of administration may ask another person or entity to act as an agent or intermediary for the District in making a political contribution in order to circumvent the restrictions of this policy and of California law.
7. PROTECTION OF FREE SPEECH. Nothing herein is intended to restrict the free speech activities of the faculty, staff, administration, or Associated Students provided that there is no use of District funds, services, supplies, or equipment as described above.
8. WRITTEN COMPLIANCE NOTICE. All existing and future vendor contracts with the San Francisco Community College District, as well as all RFP documents to solicit and award vendor contracts of any kind shall include this signed acknowledgment statement:

“No financial contribution or donation to a ballot measure or Board election or CCSF Foundation has been required. Any donation to a campaign or to the Foundation has been properly reported and disclosed in compliance with governing legal code; and has not been considered in the award or continuation of this contract.”

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