

## Election Guidelines for Staff

The Minnesota Fair Campaign Practices Act outlines activities employees are permitted or not permitted to engage in during a campaign. The following constitute guidelines, approved by the District's legal counsel, for employee compliance with the Act. Questions about what can/cannot go home in newsletters or are sent home with students should be directed to the Community Relations Office at 952-681-6403.

ACTIVITY	PERMITTED	NOT PERMITTED
<b>PHONE CALLS</b>	<ul style="list-style-type: none"> <li>• Employees are allowed to provide <u>undisputed factual responses</u> about a campaign issue on school/department telephones in response to unsolicited inquiries.</li> <li>• Employees may make telephone calls stating their position with respect to a candidate or ballot issue on their own time and on their personal telephone.</li> </ul>	<ul style="list-style-type: none"> <li>• During work time, employees CANNOT work to promote or defeat a candidate or ballot issue using district resources, such as telephones, equipment, materials, etc.</li> </ul> <p>NOTE: "Work hours" include all times employees are on duty during regular hours or in attendance as a work requirement beyond regular work hours.</p>
<b>TALKING to PARENTS</b>	<ul style="list-style-type: none"> <li>• During the workday, employees are allowed to respond to unsolicited questions with strictly <u>factual answers</u> regarding a campaign issue. Such responses must not contain partial conclusions or otherwise tend to urge a particular vote.</li> <li>• Presentations expressing a position on a campaign issue or candidate may be made outside of employee work hours.</li> </ul>	<ul style="list-style-type: none"> <li>• During work time, employees CANNOT work to promote or defeat a candidate or ballot issue.</li> </ul>
<b>SCHOOL MATERIALS and EQUIPMENT</b>		<ul style="list-style-type: none"> <li>• District resources and equipment CANNOT be used under any circumstances to prepare, post, sort, or distribute materials or information expressing a position concerning an election. This includes the use of paper, copy machines, computers, telephones, bulk mailing permits, etc.</li> </ul>
<b>SOCIAL MEDIA</b>	<ul style="list-style-type: none"> <li>• Staff may share referendum information (not advocacy) on social media at any time. This includes information shared on the district's Facebook, Twitter or Instagram accounts (#BPSstrong).</li> <li>• Official school social media accounts may also share referendum information at any time.</li> <li>• Staff may advocate for the referendum (#Yes4BPS, encouraging people to vote yes), outside of the workday if their social media accounts are personal accounts (under their name rather than a school or program name).</li> </ul>	<ul style="list-style-type: none"> <li>• Official school accounts CANNOT be used to advocate for the referendum (#Yes4BPS).</li> <li>• During work time, employees CANNOT work to promote or defeat a candidate or ballot issue using a personal account, or district resources (including computers).</li> <li>• Employees with a personal account that identifies with their employment position, employer, or is used to promote a school or district, an athletic or academic team/activity SHALL NOT advocate for or against a candidate or ballot issue.</li> </ul>

<b>SCHOOL FACILITIES</b>	<ul style="list-style-type: none"> <li>• Organizations, groups or committees may use school facilities to present information or literature in accordance with District policy on Community Use of School Facilities. Applicable fees apply for building and table rentals.</li> <li>• If a PTSA or other school-related organization wishes to use school facilities for a meeting in which an election is to be discussed, the District's nonprofit rental fee shall be paid for that meeting to avoid conflict with the Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals, groups or organizations that advocate social or political change by use of violence will be denied the use of facilities.</li> </ul>
<b>WEARING of BUTTONS; POSTING CAMPAIGN LITERATURE, BULLETIN BOARDS*</b>		<ul style="list-style-type: none"> <li>• Employees SHALL NOT wear, display, or distribute campaign materials at the work site, including buttons, apparel with candidate pictures, bumper stickers (not on personal vehicles), slogan, and/or logo.</li> </ul>
<b>FLIERS</b>	<ul style="list-style-type: none"> <li>• Employees and employee organizations may distribute materials on their own time to promote or defeat a candidate or ballot issue off school grounds as long as the distribution is not done in connection with any school activity.</li> </ul>	<ul style="list-style-type: none"> <li>• On Election Day, electioneering materials are specifically PROHIBITED from public display in a school.</li> <li>• Campaign information SHALL NOT be included in school newsletters or any information sent home to parents.</li> </ul>
<b>INTERACTING with STUDENTS</b>		<ul style="list-style-type: none"> <li>• Employees SHALL NOT express a personal position on a candidate or ballot issue with students while in the classroom or on duty.</li> <li>• Employees SHALL NOT distribute to students during work time any materials that express a position on elections issues.</li> <li>• Employees SHALL NOT enlist the services of students, either during school time or outside of school hours, to work on any campaign, pursuant to Minnesota Statutes Section 211B.09. (Pro and con organizations may enlist student assistance.)</li> </ul>
<b>VOTING</b>	<ul style="list-style-type: none"> <li>• Employees may encourage citizens to register to vote and provide information on registration, absentee or early voting, and polling locations and times.</li> </ul>	
<b>CAMPAIGN CONTRIBUTIONS</b>	<ul style="list-style-type: none"> <li>• Employees may make personal contributions to any candidate or organization supporting a ballot issue.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees may not solicit or accept cash or other campaign contributions during work time.</li> </ul>

\* Unions may have specific rights to communicate with members beyond these guidelines per negotiated contracts, as long as those contract provisions are in accordance with state law. This includes union-designated bulletin boards.