“7 Simple Rules...”
A Layman’s Approach to
SCHOOL BOARD ELECTION and BALLOT INITIATIVE
DO’S AND DON’Ts FOR DISTRICT EMPLOYEES

“Can Do”:

1. **On their own personal time and at their own expense** District employees may “endorse”, advocate and participate in a campaign for a Board Candidate/Ballot Initiative.
   a. Make sure it is not “on-the-clock” -- can use regular breaks, after hours or vacation for campaigning not using District resources and not directed at persons on school grounds.
   b. Can make contributions to campaigns.
   c. Can urge electors to vote for Board Candidates/Ballot Initiative.
   d. Can participate as a speaker at a campaign event and take a position on an election issue.
   e. Can have a yard sign at their home.
   f. Can advertise, go door-to-door, wave signs, and speak at campaign events.

2. **During working time** a District employee may respond factually to unsolicited questions about a Board Candidate/Ballot Initiative, but must stick to the facts and **not advocate a position** for or against a Board Candidate/Ballot Initiative.
   a. Facts that are directly responsive to the question are fine, even if they indirectly advocate for a position.
   b. Can refer people to campaign volunteers for more information.
   c. Can encourage people to register and to vote.

3. The District may allow interested groups to rent space in its facilities for campaign purposes.
   a. Must treat everyone the same.
   b. Must charge and collect the rent in accordance with District policy KF.
   c. Preferential treatment in scheduling, fees charged or in any other way must not be given.
   d. Yard signs are not to be placed on District property in accordance with District Policy.
   e. Political signs on rights of way adjacent to District property are generally prohibited – District Policy KHE.
   f. Candidates renting facilities will follow building rental agreements.
   g. Special considerations may apply to use of facilities by CSEA, PTA, and similar District affiliated organizations.

“Cannot Do”:

4. **During working hours** District employees cannot work on Board Candidate/Ballot Initiative campaigns or advocate for the Board Candidates/Ballot Initiative.
   a. Guard against advocating with other District employees when they are working for the District.
   b. No position of advocacy for or against Board Candidates/Ballot Initiative in the classroom, even if related to curriculum.
   c. Refrain from volunteering opinions or speculating about the anticipated election success or failure of Board Candidates/Ballot Initiative.
   d. Refrain from advertising on clothing via buttons, etc.

5. **Don’t use District funds, facilities, supplies, equipment or District mail services to urge a vote in favor of or against any Board Candidate/Ballot Initiative.**
   a. No contributions of District funds to any election campaign.
   b. No donations of District materials or other resources to any election campaign.

6. The District, its schools and departments cannot accept cash or any other contributions from citizens for use in connection with any election.

7. If you shouldn’t do it, Don’t!

*Ref: The Fair Campaign Practices Act, Colorado Revised Statutes, Section 1-45-101, et seq. (the “FCPA”) governs, among other things, the use of public moneys in a campaign involving the election of any person to any public office or involving any ballot issue before the electorate.*

*Address questions to: Phoebe Bailey, Designated Election Official, 520-2017*