

## ELECTIONEERING REQUEST FORM

We recommend that any individuals that will be on campus inform Student Involvement @ LBJSC by submitting an Electioneering Request Form in order to ensure a designated space as per the Electioneering Request Form and subject to availability. The policies in [UPPS 07.04.02](#) apply to signs and electioneering near these polling places during early voting periods and on election days.

Submit this form to the Student Involvement front desk on the 4<sup>th</sup> floor of the LBJ Student Center 4-2.1. Forms are due at least **two (2) business days before** the requested date (weekends/university closures due to holidays excluded) and is *subject to availability*. All forms, policies, and procedures are subject to change and found at <https://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Campus-Access-Forms.html>

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**Individual/Organizations:** \_\_\_\_\_

**Requested Dates:** \_\_\_\_\_

**Start and End Time:** \_\_\_\_\_

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**Material/Equipment (check all that apply):**

- \_\_\_\_\_ Distribution of Literature  
\_\_\_\_\_ Sandwich Boards  
\_\_\_\_\_ Stake Signs  
\_\_\_\_\_ Other: \_\_\_\_\_

**Preferred Location (Only 1 space)\*:**

*\* One space utilizes one table & two chairs*

- \_\_\_\_\_ Bobcat Trail  
\_\_\_\_\_ Concho Green  
\_\_\_\_\_ Other: \_\_\_\_\_

**Initial each below stating you have read and understand the following:**

- \_\_\_\_\_ During the time a polling place on campus is open for voting, a person may not electioneer for or against any candidate, measure, or political party within 100 feet of an outside door through which a voter may enter the building in which early voting polling place is located (Election Code § 85.036)
- \_\_\_\_\_ Amplified sound is **NOT** allowed.
- \_\_\_\_\_ LBJ Student Center Mall, LBJ Student Center Bus Loop, Quad area, Bobcat Trail, and Concho Green area are the only designated areas for signs.
- \_\_\_\_\_ Must provide your own tables, chairs, and signage.
- \_\_\_\_\_ Electioneers/organizations must adhere to parking policies set forth by Parking Services at 512-245-2887.
- \_\_\_\_\_ The Electioneers/organizations will restore area to its proper state each night, such as removing refuse and signs left from its operation. Tents and sandwich boards may **NOT** be left overnight.
- \_\_\_\_\_ COVID guidelines must be adhered to – wear masks, social distancing.
- \_\_\_\_\_ All policies and procedures have been read and understood. All forms, policies, and procedures are subject to change and may be found at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html>.
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Individual/Organization (print): \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

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Student Involvement Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Student Involvement @ LBJSC

LBJSC 4-2.1

512-245-3219

[getinvolved@txstate.edu](mailto:getinvolved@txstate.edu)

[getinvolved.lbjsc.txstate.edu](http://getinvolved.lbjsc.txstate.edu)

Revised 7/18/16

## ELECTIONEERING GUIDELINES

The election guidelines below are distributed for the upcoming 2020 election cycle.

Since the freedoms of speech and assembly are essential to intellectual development, Texas State affirms its commitment to the free expression of ideas as embodied in the constitutions of the United States and the State of Texas; however, these freedoms are subject to reasonable restrictions so they will not interfere with the University's academic mission and other programs.

From time to time an area on the university's campus is designated as a polling place for national, state, or local elections. The policies in UPPS 07.04.02 apply to signs and electioneering near these polling places during early voting periods and on election days. The Performance Arts Center (PERF) has been designated as the polling place for October 13-October 30 for early voting election and on November 3 for Election Day.

The Dean of Students designates one or more places near the polling place where persons may place signs for or against any candidate, measure, or political party. As provided in state law (Election Code § 62.013), these signs must be at least 100 feet from the outside door through which a voter may enter a building in which a polling place is located.

The designated areas will be large enough to accommodate a reasonable number of signs. In order to accommodate all signs, the Dean of Students may limit the number of signs that may be placed in the designated areas by a candidate or by the proponents or opponents of a measure being voted on at the polling place. The Dean of Students has designated the LBJ Student Center Mall, LBJ Student Center Bus Loop, Quad Area, Bobcat Trail, and Concho Green area as the locations for signs at PERF polling place. The persons who place these signs must remove them immediately after the election has ended.

During the time a polling place on campus is open for voting, a person may not electioneer for or against any candidate, measure, or political party within 100 feet of an outside door through which a voter may enter the building in which an early voting polling place is located. Individuals cannot advertise either by signs, personal belongings, or hold political meetings in the Performance Arts Center during early voting days. (Election Code § 85.036). Please be aware that individuals who do not adhere to the election guidelines will be asked to leave the premises.

We ask that any individuals that will be on campus inform Student Involvement @ LBJSC by submitting an Electioneering Request Form in order to ensure the following:

- Guaranteeing a designated space as per the Electioneering Request Form
- Maintaining security, health, and safety for person and property on campus
- Preserving an academic atmosphere. Classes meeting in their setting should not be disrupted, quiet is necessary in areas assigned for study, social, recreational, and developmental programs and other university activities should not be disrupted
- Controlling pedestrian and vehicular traffic so that free movement and free entry and exit from university facilities are permitted.

Candidates may not: (1) disrupt classes or other university activities; (2) violate state law or any university policies, including those in Section 02 of the [UPPS No. 07.04.02](#); (3) post signs or electioneer inside university buildings; or (4) post messages on campus electronic message boards.

Candidates may post signs only in designated locations. Those electioneering must adhere to all COVID guidelines – wear a mask, adhere to social distancing measures.

If there are questions or concerns about the guidelines, contact Student Involvement @ LBJSCs at 512-245-3219 or the Dean of Students Office at 512-245-2124.

### *SOURCES:*

*University Policy and Procedure Statement No. 07.04.02*

*Election Code 62.013*

*Election Code 85.036*

### **Student Involvement @ LBJSC**

LBJSC 4-2.1

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