

Information for Students Regarding First-Year Elections

If needed, Student Activities staff will consult with student leaders/registered student organizations regarding the impacts of the *Institutional Rules* (*Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities* – General Information Catalog 2018-2019) on first-year election campaigning and relevant issues. A quick reference to the following information may be found on Student Activities' Web site at <http://deanofstudents.utexas.edu/sa/instrules.php>. Free speech and space use privileges on campus are outlined in various *Institutional Rules* in Chapters 6, 10 and 13. Please note, the circumstances of each situation will vary and may affect the information and suggestions in this document.

Resources/Publicity Methods for Election Campaigns

- **Campus space reservations (1):** Candidates in the Campus Elections organization or an officer of student organization that is endorsing a candidate can reserve space on campus (limited public forum and common outdoor areas) to hold a campaign event. The reservation may require a consultation with the entity that manages the space. Because space is limited, it is recommended that reservation requests be submitted as soon as a candidate files although the event itself may only be held during the campaign period. Individual students may reserve common outdoor areas as part of public forum for expressive activities only (Institutional Rules, Sec. 10-201, Sec. 13-902, Sec. 13-903)
- **Signs (2):** Bulletin boards inside buildings are managed by the building and may have different policies that must be followed. Please speak to the building manager if you wish to post campaign signs indoors. (Institutional Rules, Secs. 13-501, 13-502 and 13-504)
- **Banners and A-frames (3):** Candidates in the Campus Elections organization and student organizations endorsing a candidate may reserve a banner or a-frame space in the West Mall. Candidates are encouraged to submit their reservation requests as soon as they file and are added to the Campus Elections organization HornsLink roster. An approved a-frame may not be put out until the campaign period begins. (Institutional Rules, Secs. 13-503, 13-701, 13-702, 13-703 and 13-704)
- **Tabling (4):** Individual students, candidates in the Campus Elections organization, and student organizations endorsing a candidate may all table on campus. Tabling does not require a reservation. Individual students may not use the Student Activities tables in Gregory Gym or the FAC. All entities may also stand and pass out literature (flyer) on campus without a reservation. (Institutional Rules, Subchapter. 13-600)
- **Flyering (5):** Individual students, candidates in the Campus Elections organization, and student organizations endorsing a candidate may all stand and pass out literature (flyer) on campus without a reservation. (Institutional Rules, Sec. 13-400)
- **Amplified Sound (6):** Permitted as part of a space reservation in the amplified sound areas identified in the Institutional Rules. (Institutional Rules, Subchapter. 13-800)
- **University trademarks (7):** Officers in the Campus Elections organization have permission to use a limited number of trademarks during their campaign. Student organizations endorsing a candidate and individual students may NOT utilize any university trademarks without the explicit permission of the Office of Trademark Licensing. (Institutional Rules, Sec. 6-204(d))

Prohibited Publicity Methods for Election Campaigns

- **Damaging campus property (8):** Examples include chalking, hanging items on/in building, and staking signs into the ground (Institutional Rules, Sec. 13-302)
- **Littering:** Examples include leaving flyers in campus buildings; letting literature fall to the ground when flyering or tabling and not picking it up; and holding an event and not cleaning up (Institutional Rules, Sec. 13-302, 13-400, 13-404)
- **Disruption:** Physical or audible actions that prevent the normal academic or business functions of the university (Institutional Rules, Sec. 13-301)
- **Coercing attention or Harassment:** If a student indicates that they do not wish to talk to a campaigner, they must be allowed to walk away without being followed or yelled at. (Institutional Rules, Sec. 13-204 and Sec. 13-303)

Violations of the *Institutional Rules* are a conduct issue and should be reported to Student Activities or Student Conduct and Academic Integrity. *Institutional Rule* violations are not handled by the Election Supervisory Board.

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Accessing and Utilizing Resources Chart

✓ indicates permission to use

	Individual Student	Authorized Representative of the Campus Election Organization	Student Organization Endorsing a Candidate
Limited Public Forum Indoor/Outdoor Space Reservations (1)		✓	✓
Common Outdoor Area Reservations (1)	✓	✓	✓
Hand Held Signs (2)	✓	✓	✓
Signs on Bulletin Boards (2)		✓	✓
Banners or A-Frames (3)		✓	✓
Tabling (4)	✓	✓	✓
Passing Out Flyers (5)	✓	✓	✓
Amplified Sound – with prior approval (6)	✓	✓	✓
Trademark: Tower or picture with Tower in Background (7)		✓	
Trademark: Hook ‘em Hand Sign or picture of student making Hook ‘em Hand Sign (7)		✓	
Trademark: Burnt Orange Color in Connection to UT Austin (7)		✓	
Other Trademarks (7)			
Chalking (8)			
Staking/Yard Signs (8)			