

Election Guidelines for Employees

BVSD Office of Legal Counsel (revised 2016)

Colorado Law prohibits the use of District resources (including copiers, letterhead, newsletters, staff time, email or any school or District website) to urge a vote in favor of or against any candidate or ballot question – even if the question has been placed on the ballot by the District.

- ❖ Public funds, facilities, vehicles, supplies, newsletters, websites, email or equipment may not be used to urge a vote in favor of or against a candidate or ballot issue, in a local or statewide election, even if the cost is reimbursed.
- ❖ A District employee may not work on a campaign or wear, display or distribute campaign materials (ex. buttons, leaflets) during working hours while on duty.
- ❖ The District may not contribute to other organizations or political committees that are created to raise funds or otherwise advocate for a candidate or ballot issue.
- ❖ The District may not solicit or accept cash or other contributions from citizens for use in connection with an election.
- ❖ A District employee may respond to questions about election issues during working time, so long as the District has not solicited the question. The response should not contain partial conclusions or otherwise tend to advocate for or against a candidate or ballot issue.
- ❖ During work time, a District employee should not take a stand for or against a candidate or ballot issue, solicit or accept campaign contributions, or volunteer opinions speculating about the likely effects of passage or defeat of a candidate or ballot question.
- ❖ A District employee may endorse a candidate or election issue on his or her *personal* time. The District employee should keep records substantiating that any time spent campaigning was on personal or unpaid time, time outside of working hours, or vacation time.
- ❖ Interested groups, including proponents and opponents of candidates or ballot issues, are allowed to rent space at District facilities as long as the opportunity to rent is provided on an even-handed basis. District Policy also authorizes the use of District facilities, without charge, for certain School Board election activities.
- ❖ A District employee may not use or release to outside organizations:
 - Phone numbers or addresses (mail or email) of District employees, including staff directories;
 - past or present users of District facilities; or
 - parent listservs or directories.
- ❖ Elected members of the District's Board of Education operate with fewer restrictions. Board members may express an opinion on any matter before the electorate. The Board may pass a resolution and advocate for ballot issues.