



NORTH North Hennepin Community College

HENNEPIN
COMMUNITY COLLEGE
A member of Minnesota State

Procedure Information

Number: 6.13.1

Name: Election Activities on Campus Procedure

Effective Date: January 29, 2024

Next Review Date: AY 2028-2029

Regulatory Authority:

- [Minn. Stat. § 10.60, subd. 3\(b\) \(2022\) - Public Websites and Publications](#)
- [Minn. Stat. § 43A.32 \(2022\) - Political Activities](#)
- [Minn. Stat. § 43A.38, subd. 4 \(2022\) - Code of Ethics for Employees in the Executive Branch](#)
- [Minn. Stat. § 135A.011 \(2022\) - State Higher Education Objectives](#)
- [Minn. Stat. § 201.1611, \(2022\) - Caucus, School Schedule Preemption, Excusal from Employment to Attend](#)
- [Minn. Stat. § 202A.19, subd. 3 \(2022\) - Caucus, School Schedule Preemption, Excusal from Employment to Attend](#)
- [Minn. Stat. § 202A.135 \(2022\) - Caucus, School Schedule Preemption, Excusal from Employment to Attend](#)
- [Minn. Stat. § 204C.03, subd. 2 \(2022\) - Public Meetings Prohibited on Election Day](#)
- [Minn. Stat. § 204C.04, \(2022\) - Public Meetings Prohibited on Election Day](#)
- [Minn. Stat. § 211B.09 \(2022\) - Prohibited Public Employee Activities](#)
- [Minn. Stat. § 211B.10 \(2022\) - Prohibited Public Employee Activities](#)
- [Minnesota State System Procedure 5.22.1, Part 5, subp. C and D - Acceptable Use of Computers and Information Technology Resources](#)
- [MMB Administrative Procedure 32 - Political Activities of State Employees](#)

Part 1. Classes/Public Meetings on Caucus/Election Day.

Subpart A. Caucus Day Restrictions.

No event, including classes, may be scheduled after 6:00 p.m. on the day of a major political party precinct caucus, unless advance permission is received from the Board of Trustees. Minn. Stat. § 202A.19, subd. 3 (2022).

Subpart B. General Election and Primary Day Restrictions.

On general election, primary days, and other election days within the political subdivision in which is North Hennepin Community College is located, no events may be scheduled between 6:00 p.m. and 8:00 p.m., other than regularly scheduled classes. Classes

regularly scheduled during those hours may be held as usual. Minn. Stat. § 204C.03, subd. 2 (2022).

Part 2. Computers/Technology Use.

Subpart A. Website Links to Political Candidates are Prohibited.

North Hennepin Community College websites may not include links to a weblog or website maintained by a political candidate, party, or committee. Minn. Stat. § 10.60, subd. 3(b) (2022).

Subpart B. Contact with Elected Officials.

Employees may use System computers to communicate with elected officials “provided this use, including the value of the time spent, results in no incremental cost to the state or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable.” Minn. Stat. § 43A.38, subd. 4 (2022).

Subpart C. Political Activities.

Employees may not use System information technology for political activities prohibited by law. Minnesota State Board Procedure 5.22.1, Part 5, subp. C and D.

Part 3. Employees.

Subpart A. Employees as Political Candidates or Public Officials.

State law addresses under what circumstances employees are required to or allowed to take a leave of absence to become a candidate for public office, as well as other issues involving employees as candidates or public officials. For more information, see:

- Minn. Stat. § 43A.32 (2022)
- Minn. Stat. § 211B.10 (2022)
- MMB Administrative Procedure 32

Subpart B. Solicitation of Funds.

Employees are prohibited from soliciting or receiving funds for political purposes, directly or indirectly, during hours of employment. Minn. Stat. § 43A.32 (2022); MMB Administrative Procedure 32.

Subpart C. Use of Position to Influence Others.

Employees may not use their official authority or influence to compel another person to apply for membership in or become a member of a political organization, or to make or promise to make political contributions, or to engage in any political activity. Employees may not use their position to gain advantages for an organization with which they are associated that are different from those available to the general public. Minn. Stat. § 43A.32, 43A.38, 211B.09 (2022); MMB Administrative Procedure 32.

Employees cannot use their employment titles in political correspondence to avoid creating the impression that they are speaking or acting on behalf of North Hennepin Community College.

Subpart D. Absence from Work.

Employees may arrange for absence from work for certain political or election activities. Consult the language of the pertinent statute for information about each activity.

- Time off for participation in state central committee, executive committee of a major political party, conventions, or convention committees; requires 10-day notice to the employer. Minn. Stat. § 202A.135 (2022).
- Time off for participation in a major political party caucus; requires 10-day notice to the employer. Minn. Stat. § 202A.19 (2022).
- Time off to vote on the day of a scheduled state primary or general election, election to fill office of United States or state senator or representative. System employees must make advance arrangements with their employer. For more information, see:
 - Minn. Stat. § 204C.04 (2022)
 - [MMB Voting and Political Activity](#)

Part 4. Facilities Use.

Subpart A. Candidate Forums.

North Hennepin Community College may host public forums in which registered candidates for a particular office who meet objective criteria are invited to participate. Participating candidates should be given equal opportunity to speak or answer questions. Information about appropriate time, place, and manner can be found in the North Hennepin Community College Facilities Use Policy (6.12) and Procedure (6.12.1).

Part 5. Student Rights and Responsibilities.

Student rights and responsibilities are addressed in North Hennepin Community College Policy 3.1. These include the freedom to learn, freedom of expression, freedom of association, the right to hold student-sponsored forums, and for student publications to be free from censorship or advanced approval of copy. These rights may be subject to reasonable time, place, and manner restrictions as found in North Hennepin Community College Facilities Use Policy (6.12) and Procedure (6.12.1).

Part 6. Voter Registration.

North Hennepin Community College makes voter registration forms available to each student as early as possible in the fall semester and consults with the Student Senate in determining the most effective way to distribute voter registration forms and facilitate Election Day registration of students. Collected forms are sent no later than 21 days before the general election to the Secretary of State. Minn. Stat. § 201.1611 (2022).

Part 7. Campus Review.

Review Action

Date(s)

Diversity, Equity, and Inclusion Committee Review:

11/8/2023 - 11/30/2023

Campus Community Review Period:

10/16/2023 - 10/27/2023

AFSCME Review:

11/8/2023 - 11/30/2023

MAPE Review:	11/8/2023 - 11/30/2023
MMA Review:	11/8/2023 - 11/30/2023
Shared Governance Council Review:	11/17/2023
Student Senate Review:	11/30/2023
President Rolando Garcia Approval:	1/29/2024
Campus Community Dissemination:	2/14/2024

History

- New procedure effective August 2014
- Reviewed Fall 2018
- Reviewed Fall 2023, updated links and statute dates