



# KEAN

## Posting Policy for University-wide Student Elections

### I. ADMINISTRATIVE OFFICES

#### OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

The Office of Vice President for Student Affairs is responsible for overseeing and administering the elections for Kean University's alternate and voting student representatives to the Kean University Board of Trustees and the elections for student representatives to the Wenzhou-Kean University Board of Directors. The Office of Vice President for Student Affairs will provide an official list of all candidates in the aforementioned student trustee elections. The Office of Vice President for Student Affairs is located in Miron Student Center, Room 317 and can be contacted by phone at (908) 737-5260.

#### OFFICE OF STUDENT GOVERNMENT

The Office of Student Government is responsible for overseeing and administering the elections for Kean University's Student Governments – Student Organization of Kean University (Student Org) and the Graduate and Part-time Student Council (GPSC). The Office of Student Government will provide an official list of all candidates in the aforementioned student government elections. The Office of Student Government is located in Miron Student Center, Room 309 and can be contacted by phone at (908) 737-5190. **THE OFFICE OF STUDENT GOVERNMENT MUST STAMP ALL STUDENT GOVERNMENT CANDIDATE FLYERS PRIOR TO APPROVAL FOR POSTING.**

#### CENTER FOR LEADERSHIP AND SERVICE

The Center for Leadership and Service maintains administrative responsibility for the approval of posting (on and off campus events) on designated campus bulletin boards and weekly exterior posting boards and contributes to the University Information Screen Networks. The Center for Leadership and Service is located in Miron Student Center, Room 219 and can be contacted by phone at (908) 737-5170. **ALL FLYERS AND POSTERS MUST BE APPROVED BY THE CENTER FOR LEADERSHIP AND SERVICE PRIOR TO POSTING AT KEAN UNIVERSITY – THIS INCLUDES THE EAST CAMPUS BUILDING AND RESIDENCE HALLS.**

#### OFFICE OF RESIDENTIAL STUDENT SERVICES

The Office of Residential Student Services maintains administrative responsibility for the approval of posting (on and off-campus events) on designated residence hall bulletin boards. The Office of Residential Student Services is located on the first floor of Whiteman Hall and can be contacted by phone at (908) 737-6800. **ALL FLYERS AND POSTERS MUST BE APPROVED BY THE OFFICE OF RESIDENTIAL STUDENT SERVICES PRIOR TO POSTING IN THE KEAN UNIVERSITY RESIDENCE HALLS. RESIDENCE HALL POSTINGS MUST HAVE A VALID STUDENT GOVERNMENT OFFICE AND CENTER FOR LEADERSHIP AND SERVICE STAMP PRIOR TO SUBMISSION FOR APPROVAL TO THE OFFICE OF RESIDENTIAL STUDENT SERVICES.**

### II. POSTING POLICY STATEMENT

All election candidates and/or election tickets wishing to post materials must adhere to Kean University's

policy against all forms of illegal harassment and discrimination in addition to the posting policies established by the Center for Leadership and Service and the Office of Residential Student Services and the election policies established by the appropriate administrative office.

## A. APPROVAL OF POSTING MATERIALS

- i. All election candidate and/or election ticket posting materials must be approved by the appropriate administrative offices prior to posting.
  1. All advertisements for student government elections must be approved by the Office of Student Government.
  2. All advertisements for student trustee elections must be approved by the Office of the Vice President for Student Affairs.
  3. All University-wide posting materials relating to either student government elections and/or student trustee elections must be approved by the appropriate administrative office prior to being submitted for approval to the Center for Leadership and Service.
  4. All residence hall posting materials relating to either the student government elections and/or student trustee elections must be approved by the appropriate administrative office and the Center for Leadership and Service prior to being submitted to approval to the Office of Residential Student Services.
- ii. Posting of approved materials on the designated interior bulletin boards is the responsibility of the person or group submitting the materials for approval.
- iii. Materials submitted for posting may be approved during the regular business hours of the Center for Leadership and Service, Monday, Wednesday and Thursday 9 a.m. to 6 p.m., Tuesday 9 a.m. to 7 p.m. and Friday 9 a.m. to 5 p.m. (*Fall/Spring semester hours of operation*). Materials may only be approved by professional staff. Every effort will be made to approve materials on an as need basis. However, individuals are encouraged to drop off the materials for approval for pick up the following day.
- iv. All advertisements and announcements related to the University-wide student election must include the date(s), time(s) and voting method/instructions for the University-wide student election.
- v. If the printed material is in a language other than English, the Center for Leadership and Service must be provided with an English translation.
- vi. Printed materials will only be approved until the close of the corresponding election. **Candidates shall be responsible for removing all non-electronic campaigning materials within 30 minutes after the close of the election.**
- vii. Information on posting materials must comply with University policies and procedures.

## III. ACCEPTABLE ELECTION POSTING LOCATION GUIDELINES

### A. INTERIOR BULLETIN BOARDS

Kean University maintains approximately 16 bulletin boards designated for Kean University information and activities. All election candidates and/or election tickets may utilize these designated bulletin boards.

**All materials to be posted on designated bulletin boards must be properly approved by the appropriate office and the Center for Leadership and Service and are restricted to no larger than 11" x 17" or 17" x 11" in size.** Any flyers without approval or posted on the wrong board will be removed and the appropriate election violations committee will be notified.

An official listing of all designated interior bulletin boards is available in the Center for Leadership and Service, located in Miron Student Center, Room 219, and online at [www.kean.edu/offices/center-leadership-and-service](http://www.kean.edu/offices/center-leadership-and-service).

### B. EXTERIOR BULLETIN BOARDS

Kean University maintains 6 external posting bulletin boards located throughout the campus. **Election candidates and/or election tickets will be prohibited from utilizing these external bulletin boards.**

The Center for Leadership and Service will utilize the external posting boards to promote all candidates

equally in the University-wide student election. Posters will be posted, within 48 hours of receiving an official candidate list from the appropriate administrative office, listing all official candidates alphabetically by position. The election voting information will also be advertised within these posters.

### **C. EAST CAMPUS BULLETIN BOARDS**

The Kean University East Campus building contains several bulletin boards. All posters/flyers must be approved by the appropriate office and the Center for Leadership and Service. All posters/flyers designated for posting on the East Campus should be posted in consultation with the Office of the Dean of the Nathan Weiss Graduate College. **All election candidates and/or election tickets are limited to four posters/flyers within the East Campus and are restricted to no larger than 11" x 17" or 17" x 11" in size.**

### **D. RESIDENCE HALL BULLETIN BOARDS**

The Office of Residential Student Services currently maintains eight residence halls and administers its services to almost 2,000 resident students. Each residence hall contains bulletin boards on each floor of the residence hall. Election candidates and/or election tickets are **prohibited** from posting flyers/posters anywhere within the residence hall common areas other than the designated community information posting site on the first floor of the residence hall.

All posters/flyers must be approved by appropriate offices prior to being submitted to the Office of Residential Student Services for approval. **All posters/flyers must be stamped by the Office of Residential Student Services.** The posters/flyers will be distributed to each residence hall and posted by a staff member of the Office of Residential Student Services working in an official Office of Residential Student Services capacity.

**Due to the limited space in designated areas, all posters/flyers are restricted to no larger than letter size (8 1/2" x 11" or 11" x 8 1/2").**

#### **i. Office of Residential Student Services Posting and Advertisement Procedures**

*(Please refer to the Office of Residential Student Services for the most recent policy updates.)*

Posting of any type of publicity in the residence hall areas is limited to the encased bulletin boards on each floor and in the lobby areas (nothing may be hung on individual apartment/room front doors). The encased bulletin boards are available to all University-recognized student groups and campus offices. All postings must be approved and stamped by the Office of Residential Student Services prior to distribution. The following guidelines and criteria are necessary for approval to post or distribute publicity in the residence halls:

- No residence hall room numbers or residence hall telephone numbers may be advertised.
- Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion or sexual orientation will not be accepted or tolerated.
- There must be no mention of alcohol or sexually explicit material.
- Graphics should be clear, concise, appropriate, and in accordance with the previously stated items.
- Publicity should be brought to the Office of Residential Student Services at least 24-hours prior to the requested posting or distribution date for approval.
- Publicity must be officially approved and stamped by an Office of Residential Student Services designee.
- It is the responsibility of the requesting person or group to take the approved publicity and make the appropriate number of copies needed for posting or distribution in each residence hall (this information is available in the Main Office AFTER the publicity has been approved). Copies must be returned to the Office of Residential Student Services at least two (2) days prior to the requested posting or distribution date for posting by the Residence Life staff.
- **NO PUBLICITY SHOULD BE POSTED ANYWHERE OTHER THAN IN THE DESIGNATED AREAS IN EACH RESIDENCE HALL. NOTHING SHOULD BE SLID UNDER ROOM/APARTMENT DOORS OR POSTED ON THE FRONT DOORS OF ANY BUILDING.**
- Don't share your address, phone number and any other personal information online.

Failure to comply with this policy will result in a Written Warning from the Office of Residential Student Services. If a group or organization is found to have repeatedly disregarded this policy, their material may be banned from posting. All material that does not comply with the above regulations will be immediately removed.

## **E. GLOBAL INFORMATION SCREEN NETWORK**

Kean University maintains an internal television network with multiple TVs located around the Kean University main campus and residence halls. All election candidates and/or election tickets will have access to utilize this global communication network. **All advertisements submissions must be submitted with a printed copy of the advertisement that is approved by the appropriate office and the Center for Leadership and Service. The advertisement submitted for posting must be submitted in electronic format.**

**Electronic format advertisements must be submitted in post-ready format that is 1360 pixels x 768 pixels. The online submission form can be found at [www.kean.edu/offices/center-leadership-and-service-0](http://www.kean.edu/offices/center-leadership-and-service-0).** All advertisements will be added in random sequence to the plasma screen network at equal time display intervals. For more information about preparing advertisements to the global network, please contact the Center for Leadership and Service at (908) 737-5170.

## **F. SOCIAL NETWORKING (Instagram, Facebook, Twitter, Snapchat, etc...)**

Kean University, its departments and offices, and its student governments have established official social networking presences. All election candidates and/or election tickets must adhere to all election and posting policies within social media networks.

All election candidates and/or election tickets may utilize social networks, but when possible, all appropriate information should be displayed and/or referenced. **Election candidates and/or election tickets are prohibited from spamming, or sending or posting indiscriminately to multiple mailing lists, individuals, or newsgroups.**

### **i. Electronic Responsibility Statement**

The use of the Internet and other forms of electronic communications (which includes but is not limited to Instant Messenger, e-mail, Facebook, Instagram, Snapchat, Twitter, etc.) is a freedom and a privilege that comes with level of personal responsibility. Students are reminded that all University policies, including those listed in the Student Code of Conduct, also apply to the virtual environment. Student use of computers and the College network will be subject to review and possible discipline by the University if it is determined that their use is inappropriate or harmful.

## **G. INTERNET WEBPAGES AND BLOGS**

All election candidates and/or election tickets, their campaign workers or supporters, may utilize Internet webpages and/or blogs, but when possible, all appropriate information should be displayed and/or referenced. All information posted within the website or blog must abide by all federal, state and local laws and Kean University policies within the webpage, including, but not limited to, all election and posting policies.

## **H. POSTING RESTRICTIONS**

The following posting restrictions are not an all-inclusive list. All election candidates and/or election tickets must adhere to both the letter and spirit of the posting policy. In the event that an election candidate and/or election ticket is unsure of a posting policy, the election candidate and/or election ticket is expected to contact the Center for Leadership and Service, or appropriate office, for clarification.

- i. Posting on designated bulletin boards/weekly posting boards is allowed only with staples or tacks. No other types of fasteners are allowed.**
- ii. Outdoor posting is prohibited (light posts, trash receptacles, trees, poles, window sidewalks etc.).**
- iii. Any posting of materials in public restrooms is prohibited.**
- iv. Writing messages, signs, ads, or placing drawings of a non-instructional nature on any**

classroom chalkboard or dry-erase board is prohibited and is a violation of the posting policy.

- v. Election candidate and/or election ticket materials are prohibited from using or displaying any Kean University seal, logo or identifying mark, or the seal, logo or identifying mark of any of its subunits including, but not limited to, the logo of Student Organization of Kean University, Graduate and Part-time Student Council or any recognized student groups.
- vi. Only official candidates' names and/or photos may be displayed on election campaign materials.

#### IV. FREQUENCY OF POSTING

Due to limited space all candidates, tickets, or candidates registered under one ticket, may only post one flyer/poster per posting site. An election candidate's name, election ticket's name and/or an election ticket with multiple registered candidates can only appear on one flyer/poster per posting site. ***Please note that posting sites include bulletin boards, plasma screens, social networking sites and may not have more than one campaign advertisement at one time.***

#### V. VIOLATIONS AND SANCTIONS

In the event that an election candidate and/or election ticket violates the posting policy the appropriate elections violations board will be notified, in addition to the standard posting violation sanction process outlined below:

- A. Unauthorized removal of property that has been approved and posted is an act of vandalism and subject to appropriate disciplinary action.
- B. On and off campus groups will be held responsible for actual damages of improper posting which includes the cost of personnel to remove posted materials and structural and/or other damages.
- C. Any campus organization found in violation of the posting guidelines will be sanctioned as appropriate by the Campus Posting Violations Committee c/o the Center for Leadership and Service.
  - a. **First Offense:** Written warning
  - b. **Second Offense:** Loss of posting/and or scheduling privileges for a specified period of time
  - c. **Third Offense:** Imposed community service and further disciplinary action
- D. Off campus groups or individuals that violate the posting guidelines may be subject to termination of posting privileges. Depending on the violation, notice of the improper posting by non-campus groups or individuals may also be referred to the Kean University Department of Public Safety and Police.
- E. Sanctions (except a letter of warning) may be appealed in writing as appropriate to the Campus Posting Violations Committee c/o the Center for Leadership and Service. Appeal letters must be received within ten days of the date the sanction was issued and include specific reasons for appeal.

#### VI. AMENDMENTS AND CHANGES

The Center for Leadership and Service reserves the right to make amendments and changes to the Posting Policy for University-wide Student Elections as needed to uphold the spirit and letter of the policy. If amendments and changes are necessary, all election candidates and/or election tickets will be notified in writing of any changes to this policy within 24 hours of any change. All election candidates and/or election tickets will be given ample time to adhere to any revisions.

**For more information about this policy, please contact the Center for Leadership and Service, located in Miron Student Center, Room 219, by calling (908) 737-5170 or emailing [cls@kean.edu](mailto:cls@kean.edu).**

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