



Procedure for Petition Signature Solicitation

1. Administrative Regulation 2.4.8 regulation governs access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election. This regulation governs all other non-political petition signature solicitation as well.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one (1) or two (2) tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three (3) working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation. (MCCCD Administrative Regulation 2.4.8)

For more information go to: <https://district.maricopa.edu/stewardship/maricopa-governance/maricopa-governance>

Specific College Procedures

1. Low-impact solicitation means no tables and chairs are needed. Pre-approval is unnecessary for low-impact solicitation. If representatives want tables or chairs, they would need to reserve the tables or chairs via Student Life. To receive information about times, dates, and how to reserve tables and chairs, Representatives should contact Herschel Jackson, Student Services Manager, at (623) 935-8910.
2. If pre-approval is required (meaning representatives want tables and chairs), prior notice must be provided to the Student Services Manager no fewer than three (3) days before soliciting signatures begins. Pre-approval requires representatives provide company name, supervisor and contact information, and may also be asked to provide pertinent information on the initiatives for which signatures are being solicited.
3. Representatives must check-in and show a personal form of legal identification at the Office of Student Life & Leadership each day on campus prior to soliciting any signatures. Representatives will wear a badge provided by the office throughout the duration of his/her time on campus. Representatives must check-out and return the badge each day on campus prior to leaving.
4. Representatives will receive a copy of the Petition Signature Solicitation Administrative Regulation (AR 2.4.8) and provide his/her signatures at the time of check-in to demonstrate agreement to abide by this regulation.
5. Representatives are welcome on campus on Tuesday, Wednesday, and Thursday from 10AM to 6PM so long as time on campus does not exceed fifty (50) hours per term. Additional time may be requested and will be granted by the Director of Student Life & Leadership, or other appropriate college designee, as space is available. Set-up can begin no earlier than 9:45AM and petition signature solicitors must be off campus by 6:15PM. No petition signature solicitors will be welcome on campus during the first and last week of classes.
6. Representatives are required to limit their solicitation to college-designated areas. Requests are granted on a first-come, first-serve basis, once all required documentation has been submitted and approved. Due to space limitations, no more than three (3) representative(s) will be permitted on campus at any one time. No more than two (2) people may occupy any one space.
7. Representatives must remain within a five (5) foot radius of the above designated location. Representatives will not in any way stop the flow of traffic, approach students or employees or disrupt the college environment. Students and employees may approach the representative on their own accord.
8. Representatives may place banners or signs on the table to encourage interest. Banners and signs may not be adhered to any surface.

Failure to comply with MCCCD policies and administrative regulations could result in the termination of petition signature solicitation privileges on any or all college campuses. If you have any questions about MCCCD policies and administrative regulations, contact the Office of Public Stewardship at (480) 731-8880 or visit <https://district.maricopa.edu/stewardship/maricopa-governance/maricopa-governance>. The MCCCD is an EEO/AA institution.