



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)

Specific College Procedures

1. All Representatives must complete their solicitation request seven (7) business days prior to their visit. A record of their visitation will be kept in the Student Life & Leadership Office filing process. All Representatives need to complete the Use of College Grounds Application. For questions about the Application, or questions about hours/days, please contact Buddy Cheeks at buddy.cheeks@southmountaincc.edu or (602) 243-8069. Once the form is completed and approved, Representatives will be provided two chairs and one table, upon request.
2. 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.
3. Representatives are welcome on campus between the hours of 9AM-5PM, Monday-Friday. No petition signature solicitors will be welcome on campus during the first and last week of classes.
4. All petition signature solicitation must take place in front of the Learning Resource Center and Student Enrollment Services building.
5. 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 of their own accord.
6. 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.