



## Phoenix College

# 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. If tables and chairs are required, Representatives must go through the vendor process through R25 on campus. The Office of Student Life & Leadership will work with the Facilities Department to ensure tables and chairs are provided when requested. For questions regarding time/day and the vendor process, please contact Diana Martinez, Acting Manager of Student Life, at [dr.martinez@phoenixcollege.edu](mailto:dr.martinez@phoenixcollege.edu) or (602) 285-7821.
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 badge each day on campus prior to leaving.
3. Phoenix College does not have restricted hours for signature solicitations to occur. Signature solicitations are permitted in all outside common areas of the college, but signature solicitations are not permitted inside any of the buildings on campus.
4. 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.
5. 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.***