



Roosevelt University

Political Candidates Speaking on Campus

Policy 8.4

Responsible Executive: VP,
Government Relations and
University Outreach

Originally Issued: December 1,
2010

Revised: N/A

Effective date: 12/1/10

Contents (if more than three pages)

N/A

Policy Statement

Since its founding, Roosevelt University has been committed to civic engagement and an open exchange of ideas and opinions. Roosevelt encourages students, faculty and staff to host politicians on campus because these activities provide an excellent opportunity for students and others to learn about important public policy issues and to hear from officeholders or candidates.

Politicians, even those actively running for elective office, may be guests on campus (for example, speak in a class) as long as he or she speaks only in a non-candidate capacity. For candidate-related events, the University must remain impartial and provide an equal opportunity for all legally-qualified* candidates. (Please see more detailed information under the "Implementation" section of this policy.)

Because the laws that govern these activities can be complex, Roosevelt developed guidelines that address the most basic questions about these rules and regulations. This policy is designed to limit confusion that can often be associated with such activities and events, while encouraging the active participation of politicians in activities at the University.

Reason for Policy

As a 501(c)(3) organization, Roosevelt University is absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Public statements of opposition (verbal or written) made on behalf of the University in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Failure to comply with IRS and Federal Election Commission regulations could result in the University losing its tax-exempt status and being subject to federal or state lawsuits, audits and investigations.

Entities Affected by this Policy

This policy applies to Roosevelt University faculty, students and staff who would like to host, invite or co-sponsor incumbents or candidates for political office to speak on

campus, excluding the Auditorium Theatre. The policy also applies to outside organizations wishing to rent space in the University.

Web Address

www.roosevelt.edu/policies

Related Documents

N/A

Implementation

For events on campus featuring people running for political office:

- If a candidate is invited to speak at a University event in his or her capacity as a political candidate, an equal opportunity to participate should be provided to all legally-qualified* candidates seeking the same office.
- If one of the candidates declines to participate, the moderator must acknowledge in opening remarks that the particular candidate was invited and chose not to participate.
- The format and content of the forum must be presented in a neutral manner.
- The moderator must be independent and must state at the beginning and conclusion of the program that the views expressed by the participants are their own and not those of Roosevelt University.
- Campaign fundraising is prohibited.

In addition to the guidelines listed above, there are a number of regulations designed to ensure that the University remains impartial. For example:

- Members of the University community are entitled to participate off-hours in the election process, but they may not speak on behalf of the University.
- Using the University's website, letterhead and mailing lists to promote a particular candidate is prohibited.
- A political officeholder may speak in a class, hold a press conference, deliver a speech or participate in an informational or educational activity without having other candidates present as long as he or she speaks only in a non-candidate capacity.

Before extending invitations to candidates, the person sponsoring the event must be prepared to comply with the guidelines in this policy. The Office of Government Relations and University Outreach should be informed about all political events on campus. It can provide advice on federal and state regulations, if necessary, and it will work with the Office of Public Relations on publicity and the media.

Faculty, staff and outside organizations should contact the Office of Administrative Services to reserve a room and plan an event.

For room reservations and logistics for student-sponsored events, student organizations at the Chicago Campus should contact the Center for Student Involvement and student organizations at the Schaumburg Campus should contact the Center for Campus Life. Administrators and faculty advisors should take special care when students are

sponsoring candidate forums to avoid the appearance of Roosevelt University endorsing a candidate.

Online Resources and Forms

N/A

Appendices

N/A

*Legally Qualified: A legally-qualified candidate for public office is any person who has publicly announced his or her intention to run for nomination or office; is qualified under applicable local, state or federal law to hold the office for which he or she is a candidate; and has met the additional qualifications set forth in the Code of Federal Regulations.