
Policy on USC Campaigning in Residence

Last Updated: 7/17/2015

PREAMBLE

This information should be shared with the Chief Returning Officer (CRO) of the USC prior to the USC campaign period in February.

Visiting of Candidates – Summary of Guidelines

Visiting candidates are welcome to campaign in public areas of the residences during the USC campaign period only, from Monday to Friday, between 12:00 pm and 10:00 pm. Candidates wishing to make a speech at a building-wide forum can book a meeting room in the building through the Residence Front Desk at no cost. Candidates can also book space at a high traffic area of the residence (such as a table outside the dining room entrance or at the building entrance), or make arrangements to campaign in the residence floor lounges. For fire and safety reasons and to reduce congestion, bookings and prior arrangements must be made by contacting the Front Desk of each building at least two days in advance. Door-to-door campaigning is also permitted, although there are some stipulations as outlined below. Another alternative is for candidates to contact the USC representative on the various Residents' Councils to make arrangements to speak at a Residents' Council meeting.

Housing's policy regarding campaigning in residences is reviewed on an annual or as-needed basis. We reserve the right to make changes at any time. We wish you success with the upcoming election.

POLICY

Campaigning in Residence

1. The Chief Returning Officer (CRO) will provide Housing with a list of all USC candidates prior to the campaign period.
2. Visiting candidates may campaign in residence during the designated campaign period only, from Monday to Friday, between 12:00 pm (noon) and 10:00 pm only. **Door-to-door campaigning may take place from Monday to Friday, between 4:30 pm to 8:30 pm only** (see #6). Candidates are **not** required to make arrangements with Residence Managers in order to campaign in residence, unless they have been received a Notice of Trespass prohibited them from entering the on-campus residences (see #7).

3. Visiting candidates are required to sign in at the Front Desk upon arrival and again upon departure. While in the building, they will be required to wear a guest badge. Any visiting candidate who does not appear on the list of candidates provided by the CRO will not be permitted to campaign in residence. Candidates will be required to show valid ID when signing in at the Front Desk.
4. Visiting candidates who wish to book space in residence (such as a table outside of the dining hall) must make prior arrangements with Front Desk staff in each building at least two business days in advance.
5. Visiting candidates are permitted by invitation of a residence staff member, residence soph, or Council member to speak at the end of a wing/floor/house meeting. In such cases, visiting hours may be adjusted to accommodate the meeting time.
6. A candidate is welcome to campaign door-to-door in residence without an escort, provided that the following provisions are upheld:
 - a. Door-to-door campaigning may take place from Monday to Friday, between 4:30 p.m. and 8:30 p.m. ONLY. In order to respect the privacy of residents, no door-to-door campaigning is permitted outside of those hours.
 - b. Candidates may bring a **maximum of two volunteers** with them (to avoid the potential of large groups).
 - c. Candidates and volunteers must sign in at the Front Desk, and sign out upon departure. While in the building, they will wear a guest badge, provided by Front Desk staff.
 - d. The candidate and volunteer(s) **must stay together in a single group**; that is, volunteers may *not* go ahead of the candidate before he/she arrives to the floor.
 - e. Candidates and volunteers may not leave any campaign materials behind for residents who have not opened their doors (e.g., sliding under residence or suite doors, or taping or hanging materials on doors or walls).
7. If any candidates or volunteers have been issued a Notice of Trespass prohibiting them from entering on-campus residence property, they will need written permission from the Residence Manager prior to entering the building.

Flyers, Posters and Social Media

1. Each candidate is limited to one poster per residence. Central locations will be designated in each residence for campaign posters to be posted. All posters must be submitted to the Residence Manager's office for approval. Once approved, the poster will be hung in the designated area only. If a poster is not approved, the Chief Returning Officer will be contacted so that the candidate is made aware that a poster has not been posted in the building.
2. Candidates who have booked a table or room may distribute materials during their session. Materials may not be left behind following the visit.
3. Residents supporting a candidate may place any reasonable number of posters or materials on their own doors (this is not subject to poster policy limitations); however, in

cases where increased paper postings may create a fire safety concern, residents may be asked to remove excess materials. Please note that residents are not able to post materials on windows.

4. Campaign posters will be removed by Front Desk Staff following the campaign period.
5. Flyers and other materials may not be left behind in the residences following a candidate's visit. Any material left behind in public areas (e.g., residence lobbies and dining halls) will be recycled. The Chief Returning Officer will be informed of any material left in private spaces (e.g., slid underneath room or suite doors or left behind private residence lounges).
6. Candidates and campaign volunteers are not permitted to post on residence-managed social media platforms (e.g., building Facebook pages, Twitter feeds, etc.).