

## **Political Activity Instruction Sheet for System and Institution Employees**

With the approaching session, you may have opportunities to engage with the legislature. Please consult the following guide to avoid violating SBHE policy regarding political advocacy and related activities.

1. You must use your personal time to engage in political advocacy or related activities.
2. While you can identify yourself as a faculty member or employee of the system or your institution, you must then clarify that you are acting in your personal capacity, and not on behalf of the NDUS or your institution.
3. You should not wear identification or uniforms issued by your institution while participating in political advocacy or related activities, but may wear articles of casual clothing bearing the logo, name, or insignia of your institution.
4. You must use your personal email accounts, phone, or other electronic devices. Likewise, you must use your personal or home address on any forms or correspondence, rather than your office address. You cannot use system or institution resources for political advocacy or related activities.
5. You may not represent that you have the authority to take a position on behalf of your institution or the system, nor may you take a position on any political issue or legislation in your official capacity, as opposed to your capacity as a citizen or constituent.
6. You may not ask, encourage, or coerce any colleague, co-worker, or student to engage in political advocacy or related activities while you are acting in your capacity as a system or institution employee, such as in class, while on-duty, or during official or institution-sponsored activities.

Please also review your institution's policy on political activities to ensure that you act in compliance with the provisions of that policy.

If you have any questions, please contact your institution's administration or Eric D. Olson, SBHE counsel, at 701-328-3611 or [edolson@nd.gov](mailto:edolson@nd.gov).