



ADMINISTRATIVE POLICY

Campus/Student Access by Federal, Provincial or Municipal Election Candidates

EFFECTIVE: February 6, 2013
REVISED: August 26, 2015
REVIEWED: August 26, 2015
RELATED POLICIES: Media/Public Relations; Marketing

POLICY

Northern Lights College is a non-partisan educational institute that encourages voter participation and political education. As such, NLC offers access to its campuses by official candidates who are running for election at the Federal, Provincial or Municipal level(s) to meet with interested staff and students.

PROCEDURE

1. The opportunity to visit an NLC campus by an official candidate will only be granted once an election writ has been dropped, for Federal and Provincial elections, or once the deadline for candidates to declare has passed, for Municipal elections. Visits may be authorized between the appropriate start date until the day prior the election. No visits will be authorized on an election day.
2. The Director of Student Services will be responsible for receiving requests, and authorizing candidate visits.
3. To ensure that all official candidates receive equal opportunity to access staff and students on an NLC campus, campus administration will send a letter (see Appendix A) to each official candidate in the riding or municipality in which the campus is located. The letter will inform each candidate of the opportunity to visit the campus, and will include a form (see Appendix B) on which to submit the request.
4. The Director of Student Services will review the request form, and if it meets all requirements, will confirm the date and time of the candidate's visit with the candidate. Unless unique circumstances exist, it is allowable for more than one candidate to be on campus at the same time.
5. Any candidate who has a request approved will be provided with a table and chairs in an appropriate area of the campus. No candidate will be allowed to wander the hallways, or visit classrooms, due to the potential disruption for students and classes.
6. On the day prior and the day of a candidate's visit to an NLC campus, campus administration should send an information email to all-staff at the campus, and also use whatever means are available at each campus to inform students.
7. Once a visit by a candidate is confirmed, campus administration should also inform the Website department, so that this information can be posted on the Coming Events section of the College website.

NOTE: If a request is received to hold an all-candidates forum at an NLC campus, that request should be forwarded for review by the Executive Committee. Assuming suitable facilities exist on the campus and no unique circumstances exist, permission to hold an all-candidates' forum will not normally be withheld.

Appendix A: Letter to Invite Candidates

XXXX
XXXXX
XXXXX

Dear XXXX:

Congratulations on standing as a candidate in the upcoming XXXXXX election.

Northern Lights College understands the importance of having an informed electorate, and of providing opportunities for staff and students to become familiar with the issues, and the positions held by local candidates.

As a result, NLC would like to extend to you the opportunity to visit our Campuses during the election campaign.

We will provide a table and chairs in an appropriate area of the Campus, and you are welcome to bring booth or backdrop material, along with any promotional items you may wish to hand out.

I have attached a copy of the College policy pertaining to candidate election visits for your reference.

If you would like to accept this invitation, please fill out the form that is included with this letter, and return it to my attention at the Dawson Creek Campus.

If you have questions, feel free to contact me by email or phone as listed below.

We look forward to welcoming you to NLC.

XXXXXXXX
Director of Student Services

Appendix B: Request to visit an NLC campus during an election campaign

Name of Candidate: _____

Name of Requester (if different than candidate): _____

Party Affiliation (if applicable): _____

Phone: _____ Email Address: _____

Date(s) candidate would like to appear at an NLC campus: (Please indicate which campus you would like to visit on which date.)

Please return completed form to the Director of Student Services at the address indicated at the top of the page as soon as possible. Please note that it may take a day or two to process the request, so please ensure request is submitted at least a week prior to requested date.

