



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Voter Registration for Students
Procedure Number: 02-2009-0001
Board Policy Reference: IV.A.

Accountable Administrator: VP Student Affairs
Position responsible for updating: Director Student Recruitment and Marketing
Original Date: August 2009
Date Approved by Cabinet: 06-21-18
Authorizing Signature: *Signed original on file*
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Purpose/Principle/Definitions:

The following is the Blue Mountain Community College Voter Registration Plan. In accordance with the Oregon State Senate and Senate Bill 951 (SB 951) from 2007, Senate Bill 1581 (SB 1581) from 2014, and as amended by Senate Bill 1586 (SB 1586) in 2016. As needed, the plan shall be reviewed and appropriately revised in consultation with representatives of the non-partisan Associated Student Government (ASG) of Blue Mountain Community College and College faculty, staff, and administrators. The plan will support College policy and will be adhered to as such during terms in which a federal, statewide, or local election takes place.

DEFINITIONS

Voter Registration: Engaging students at Blue Mountain Community College through peer-to-peer education, outreach, distribution of voter registration materials, and/or 5-7 minute presentations that result in providing students with the information and documents necessary for proper voter registration and offering students an opportunity to complete and submit their registration forms.

Voter Education: Providing non-partisan information to students at Blue Mountain Community College concerning relevant ballot measures and candidates at the local, state, and federal levels, through peer-to-peer dialogue, distribution of informational materials, and 5-7 minute presentations.

Turn out students to vote: Providing students with information and materials needed to complete and submit their official election ballots and to fully participate in the electoral process.

This includes efforts such as contacting students to ensure each student has the requisite access to vote, including county elections office information, and information about deadlines.

Section 1. Goals

Prior to each election cycle ASG sets voter registration and voter education goals. Contact the Student Life Coordinator or current ASG students to inquire about current goals.

Section 2. Steps/Methods to Accomplish Goals

PART A: Email

a. All Student Email

As allowed by SB 1581, prior to an election, the College may send no more than two emails to students to inform them there is voter registration happening on campus, to remind them to update their voter registration address by a certain date, the date by which a completed ballot must be returned to the county clerk, and to encourage them to permit ASG members or volunteers to do presentations in their classes. The first email will be sent one week prior to the first week of voter registration, and the second email will be sent when the Rock the Vote voter education campaign begins. During the campaign, students are informed about the upcoming ballot measures and the importance of voting.

b. All Faculty Email

One email shall be sent to all Instructors encouraging them to approve 5-7 minute in-class voter registration and educational presentation requests made by the ASG. The ASG shall coordinate with the Office of Instruction in order to arrange such correspondence.

PART B: Faculty Contact Information

As required by SB 1586 the professional contact information (name, phone number, email address) for all college faculty will be made available to the Associated Students of Blue Mountain (ASG) for the purpose of seeking faculty approval to provide nonpartisan voter registration classroom presentations.

PART C: Access to non-reserved Public Spaces

As required by SB 1586 individual students and student groups will be given the opportunity to provide nonpartisan voter registration services throughout the academic term in any non-reserved public space on the school's property. This only applies to students enrolled at the school and does not in any way alter the rights of a person not enrolled as a student at BMCC.

PART D: Voter Registration Tabling

Blue Mountain Community College retains several tables in Morrow and Pioneer Halls on the Pendleton campus, and at the outlying Centers for internal and external organizations, to offer voter registration forms in English and Spanish. The tables are staffed by the ASG of Blue Mountain Community College, and are located in high traffic areas that are easily accessible to all students, faculty, staff, and visitors.

PART E: Classroom Visits/Presentations

Members of ASG may coordinate with the academic program chairs in order to gain department-wide approval of voter registration and education class presentations. Throughout such efforts, a specific focus shall be placed on departments housing courses with larger numbers of freshmen. However, these announcements will only be given with approval and discretion of the instructor.

PART F: Voter Registration at Welcome to the Pack and Student Orientation

As mandated in SB 1581 and SB 1586, College administration will provide the ASG the opportunity to provide non-partisan voter registration services during student orientation held by the school's administration and during Welcome to the Pack that occurs before classes begin each academic term.

PART G: Voter Registration

Per the requirements of SB951, ASG students will work with appropriate departments to ensure that paper Voter Registration cards are available in large print, Spanish, and English at a variety of locations on campus and the outlying centers.

PART H: Voter Registration Website

In addition, as required by SB1586 the College must continue to display a direct link to the Secretary of State's online voter registration tool on the school's website home page. Currently, this link is found here: <https://www.bluecc.edu/support-services/voter-registration/-fsiteid-1>.