



## University Policies

Monday, June 25, 2007



### Public Forum Regulations Policy and Procedures

#### INTRODUCTION

As a publicly-supported institution within the University of Louisiana System, McNeese State University values the publicly accessible nature of its campus and facilities. The University embraces the free and open exchange of ideas in the context of a diverse community of teachers and learners. The University also recognizes its responsibility to maintain focus on its primary educational objectives relative to teaching and learning, research, public service, and student success. This policy addresses public forum functions that generally fall into the following categories:

- Public Speech
- Public Demonstrations
- Distribution of Literature
- Political Campaigning for Public Office

The Dean of Student Services is responsible for oversight of Public Forum activities. Contact the Dean at the Holbrook Student Services Building, Suite 108, located at 375 Beauregard Drive, or by telephone at 337-475-5706 for information regarding use of Public Forum areas.

#### POLICY AND PROCEDURE

##### Distribution of Literature

The University recognizes the right of individuals to distribute literature regarding social, cultural, political, religious and other ideological issues on the campus. To assure distribution activities do not disrupt normal campus processes and operations, the following regulations regarding time, place, and manner of such distribution will apply:

- Distribution zones. The following locations shall be deemed Distribution Zones:
  - Zone A
  - Zone B
- Calendar. Individuals or groups may distribute literature on campus three times per year (once each Fall, Spring and Summer term) in the assigned distribution zone only.
- Length. Distribution of literature may occur for up to four hours on three consecutive business days for each distribution period. The distribution activity shall be deemed to have begun at the time and date indicated on the application.

##### Political Campaigns

The University recognizes the right of candidates for public office and their

Policy Delineation of Authority

Academic Integrity Policy

Accepting Monetary Or  
Non-Monetary Compensation  
Or Gifts

Admission of International  
Students

Alcohol and Drug Policy

American with Disabilities  
Act/Equal Opportunity  
Employer

Authorizing Contracts Between  
The University And A Member  
Of Its Faculty, Research Staff,  
Or Coaching Staff Or A  
Company In Which The  
Employee Has An Interest  
Under Specified Circumstances

Banner Finance Electronic  
Requisition Approvals Policy

Campus Weapons Policy

Candles/Open Flame Devices  
Policy

Class Attendance Regulations  
Policy

Class Enrollment Policy

Code of Ethics Policy

Code of Student Conduct Policy

Collegiate Licensing Policy

Commencement Regalia Policy

<b>Confidentiality of Student Records Policy</b>	spokespersons to campaign. To assure campaign activities do not disrupt normal campus processes and operations, the following regulations regarding time, place and manner of such campaign activities will apply:
<b>Consistency of University Publications, Video Productions, Stationery, and Internet Pages</b>	· Campaign Zones. The following locations shall be deemed Campaign zones:
<b>Disclaimer</b>	· Zone A
<b>Diversity Awareness Policy</b>	· Zone B
<b>Employee Housing Policy</b>	· Zone C
<b>Ethical And Legal Use Of Computer Software For Members Of The Academic/University Community</b>	· Zone D
<b>Evaluation and Review of Curricular Offerings Policy</b>	· Calendar. Individuals may campaign on campus once per month in the ninety day period leading up to a scheduled election date in the assigned campaign zone only.
<b>Faculty/Staff Season Ticket Policy</b>	· Length. Campaign activities may occur for up to two hours on three consecutive business days. The campaign activity shall be deemed to have begun at the time and date indicated on the application.
<b>Faculty Evaluation Policy</b>	· Political Signs. Political signs may not be mounted, posted, or affixed anywhere on University property.
<b>Faculty Workload Expectations Policy</b>	· Candidate Speeches. Candidates for public office, upon approval by the Dean of Student Services, may offer campaign speeches in the first floor common area of the Student Union Annex. Such speeches are limited to thirty minutes and may occur only once per day on days where campaign activities have been approved.
<b>Family Educational Rights and Privacy Act of 1974</b>	· Public Appearances by Candidates for Statewide Office. Statewide, elected officials may participate in public activities, such as half-time presentations at athletic events, by request to and upon approval of the President of the University and as coordinated through the Athletic Director or his designee. The University respectfully requests that such requests be made only in non-election years.
<b>Federal "Return Of Title IV Funds" Policy</b>	
<b>Fund Raising Policy</b>	
<b>General Standards of Professional Ethics as Related to Research at McNeese State University</b>	
<b>Graduate Assistantship Policy</b>	<b>Public Demonstrations</b>
<b>Graduate Assistantship Policy - Sports Trainers</b>	The University recognizes the right of the general public to conduct peaceful demonstrations. To assure demonstrations do not disrupt normal campus processes and operations, the following regulations regarding time, place and manner will apply:
<b>Hazing Policy</b>	· Public Demonstration Zones. The following locations shall be deemed Public Demonstration Zones:
<b>Human Research Policy</b>	· Zone A
<b>International Student Employment Policy</b>	· Zone B
<b>Internet/Web-Based Course Policy</b>	· Calendar. Organized groups may demonstrate on campus once during each Fall, Spring, and summer session in the assigned demonstration zone only.
<b>Internet Use Policy</b>	· Length. Demonstrations may occur for up to four hours on three consecutive days. The demonstration shall be deemed to have begun at the time and date indicated on the application.
<b>Intellectual Property and Shared Royalties Policy</b>	
<b>Lab Instructor Credentialing Policy</b>	
<b>Maternity Leave Policy</b>	<b>Public Speech Policy</b>
<b>McNeese MasterCard Program</b>	The University recognized the right of individuals to participate in the free and unfettered exchange of ideas on University property. Persons traversing public sidewalks and streets on University property may exercise their free speech rights at any time as long as they do not block the flow of pedestrian or vehicular traffic, do not interfere with normal University operations, and do not create a disturbance. Free speech occurring in contexts other than normal traversing of public sidewalks and streets is subject to the following
<b>Nepotism Policy</b>	
<b>Non-Discrimination Policy</b>	
<b>Open Meetings Policy</b>	

**Outside Employment and Consulting****Pre-Employment Application Policy****Policy for Appointing Dean or Vice President****Policy and Procedures for Appointing Hiring Committees****Policy and Procedures for President and Provost Evaluation****Policy for External Grants****Policy for Overload Pay for Employees Other Than Full Time Faculty****Policy for Review of Complaints****Policy for Use of Information Technology Resources****Policy for Use of Campus Facilities****Policy on Faculty/Dependent Enrollment in University Classes/Fee Exemptions****Policy On Institutional Policies****Policy on Placement of Printed Materials on Campus****Policy on Professional Program Accreditation****Policy on the Creation of Clinical Faculty Designations****Policy on Student Publications****Proof of Immunization Policy****Public Forum Regulations Policy and Procedures****Reorganization Policy****Required Class Materials Policy****Reservist And National Guard Mobilization/ Activation For Louisiana Public Higher Education Institutions****Scientific Misconduct Policy****Seat-Time Policy for Academic Credit****Selective Service Requirement****Sexual Assault Policy****Student Employment Policy****Summer School Policy for Department Heads****Supplemental Benefits Policy**

regulations regarding time, place and manner:

· **Public Demonstration Zones.** The following locations shall be deemed Public Speech Zones:

- Zone A
- Zone B

· **Calendar.** Individuals may speak on campus one time per week in the assigned public speech zones.

· **Length.** Speeches may last for up to two hours. The speeches shall be deemed to have begun at the time and date indicated on the application.

**GENERAL OPERATING PRINCIPLES****Application and Approval**

Application to utilize Public Forum areas must be received and approved at least 72 hours in advance (three business days, excluding weekends, holidays, and closures) through the Dean of Student Services to ensure adequate review. Persons wishing to utilize Public forum areas are strongly urged to make application seven to ten days prior to the desired event. The application must occur on the prescribed form and must contain the date and starting time of the proposed activity and the name, appropriate contact information (address, telephone number, email address, etc.), brief outline of proposed activities, and signature of the person making application. The University may deny requests for use of Public Forum areas if the event is deemed to require substantial planning and preparation beyond what can reasonably be accomplished within 72 hours in light of normal daily operations of the campus.

**Cancellations**

Cancellations of reservations of Public Forum areas must occur 48 hours in advance of the event. Events not properly cancelled shall be deemed to have occurred at the date and time indicated on the original application.

**Continuity of University Operations**

The University's primary educational objectives relate to teaching, research, public service, and student success. Persons exercising their right to utilize the Public forum will conduct their activities in a manner that complements the University's educational mission, does not interfere with normal operations, and that conforms to University regulations regarding time, place, and manner. Threats to passersby, impeding or blocking the flow of pedestrian or vehicular traffic, committing acts likely to lead to unsafe and/or unhealthy conditions, and posting or affixing signs or materials on walls, windows, grounds, doors, trees, sidewalks, benches, poles, fixtures or any other equipment or surface, except where specifically authorized, or any violation of time, place and manner restrictions are strictly prohibited and will result in cessation of Public Forum activities.

**Hours of Operation**

Authorized use of the Public Forum is permitted between dawn and dusk during periods of normal University operations (Monday through Friday, excluding holidays and closures).

**Tenure Policy****Textbook and Course Materials Policy****Tobacco Use Policy****Transfer of Credit Policy****Videography and Photography Policy****Violence-Free Workplace Policy****Web-Based Course Stipend Policy****Web Policy and Guidelines****Inclement Weather**

The University does not provide alternative locations for Public Forum events interrupted by inclement weather, but does provide for events to be rescheduled to a later date according to the same procedure under which the original event date was booked.

**Literature Distribution**

Literature (fliers, brochures, information sheets, related literature) may be made available to interested persons during Public Forum activities. Forcing literature onto observers or passersby or affixing literature to automobiles, trees, grounds, fixtures, or other stationary objects shall constitute a violation of University regulations and will result in cessation of the Public Forum activity by appropriate authorities.

**Maintenance of the Physical Environment**

Persons utilizing the Public Forum will conduct their activities in a manner that does not deface, litter or otherwise damage the physical environment of the campus. Individuals and groups responsible for littering, vandalizing, defacing, or otherwise damaging University property are subject to restitution and criminal prosecution.

**Official University Events**

Events sponsored by the University and auxiliary groups recognized by the University may request exceptions to Public Forum regulations on a case by case basis by contacting the Dean of Student Services.

**Prohibited Activities**

Activities that incite illegal conduct and/or disrupt University operations are strictly prohibited at all times.

**Penalties for Non-Compliance with University Regulations**

Guests on University property are subject to civil law and all University regulations regarding personal conduct for employees and students. Individuals and groups not complying with University regulations regarding use of the Public Forum, or any other policy of the University, are subject to immediate removal from the campus, may be barred from future access to the campus, and may be charged for criminal acts, when appropriate.

**Physical Descriptions of Zones**

- Zone A: The grassy lawn area, surrounded by pavement on all sides, located in the southeast section of the Quad between the Student Union Annex and the East-West sidewalk, east of center, of the Quad.
- Zone B: The grassy lawn area, surrounded by pavement or building walls, located south of the Holbrook Student Services Building between the Office of Student Services and Beauregard Drive.
- Zone C: The area outside of the football stadium complex bordered by Blue Gold Drive, East Stadium Drive, West Stadium Drive, and Cowboy Drive.
- Zone D: The common area of the Student Union Annex.

**Posting Bills**

Informational posters, fliers, and leaflets may be posted only on information

boards around the campus by contacting the appropriate facility coordinator for each building in order to obtain approval. Posters, fliers, leaflets and other printed and related promotional materials may not be affixed upon automobiles or other motor vehicles, trees, poles, doors, benches, sidewalks, walls, windows, ceilings, trash receptacles, streets, steps or other fixtures or surfaces. Contact the Office of Facilities and Plant Operations at 337-475-5887 for a current list of building coordinators. Postings are permitted under the following general conditions:

- The material contained on the poster does not incite illegal conduct, point ridicule at particular groups leading to disruption of University operations, and/or contains libelous, obscene, copyrighted, or defamatory content.
- The material does not reference the use of alcohol, tobacco or illicit drugs.
- The posted material contains the written authorization of the Dean of Student Services and expiration/removal date (typically thirty days or less).
- The posted material is affixed where designated by the appropriate building coordinator.

#### Premises Restoration

Applicants for the use of Public Forum are responsible for removal of personal effects and literature and restoration of the physical environment of the premises at the conclusion of the speech.

#### Public Address and Sound Amplification Systems

Use of sound amplification systems or devices (artificial, electronic, instrumental, or otherwise) or any type is strictly prohibited on University property except where authorized by appropriate administrative authorities for University-sponsored events.

#### Rental of Facilities

Individuals or groups may apply to rent University property, for events and activities with special facility, equipment, and security needs. Rental costs are based upon established facility use guidelines and will be considered on a case by case basis. Contact the Office of Facilities and Plant Operations at 337-475-5887 for information regarding facility rental.

#### Security

The Chief of University Police is the exclusive provider of security for events and activities occurring on University property and is the sole authority for determining need and quantity required for an event.

#### Unauthorized Meetings

Persons participating in an authorized group, whether as active participants or as spectators, who create a disturbance, cause destruction of University or personal property, or bring discredit to the University, shall be subject to arrest, prosecution, and restitution and may face University disciplinary proceedings, if applicable.

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