

## **Guidelines for Political Candidate Visits to Drake University**

### **Drake University Iowa Caucus Project.**

Drake University is committed to the expression of a wide range of ideas and opinions and to their free discussion. Drake's integrity as a place of open inquiry necessitates that it maintains the rights and dignity of all, including in relation to political activities. The activities of candidates for public office on campus will be limited to the discourse of ideas among candidates and the audience. All candidates, including those for local, state, and national office, are governed by these guidelines, as well as the University's "Political Activity Policy."

To be considered a "candidate" for purposes of Drake visits, an individual must officially have filed for the office they are seeking or, in the case of presidential candidates, must have declared their candidacy for the presidency of the United States either through a public declaration or the formation of an exploratory committee. No admission fees will be charged for a candidate event or forum on campus, and no political fundraising or campaigning activities will be allowed on campus in connection with such an event. Drake will provide an equal opportunity to participate to all political candidates seeking the same office, but in no event will Drake indicate in any manner any support for or opposition to any candidate, including when making candidate introductions and in communications concerning the candidate's attendance. Drake offers the following guidelines for appearances on campus by political candidates. In addition, individual faculty members may coordinate visits by individual guest speakers in a non-candidate capacity for purposes of academic curricular goals.

#### **Drake as the hosting institution:**

From time to time, especially during Iowa's presidential caucus season, the University may sponsor a candidates' forum or a series of events featuring individual candidates.

In the case of a candidates' forum, the format and content of the forum will be presented in a neutral manner; all qualified candidates will be invited to participate; questions will be prepared and presented by a nonpartisan, independent person or panel; the topics discussed will cover a broad range of issues of interest to the public; each candidate will receive an equal opportunity to present his or her views; and the forum shall be moderated by a member of the campus community or a qualified individual working with and designated by a member of the campus community who will not comment on the questions or express approval or disapproval of any candidate.

In the case of a series of events featuring individual candidates, the event shall be organized and introduced by a member of the campus community or a qualified individual working with a designated by a member of the campus community.

Candidates for a national, congressional, statewide, or local office who have filed in Iowa, and in the case of presidential candidates, all individuals who have officially declared their candidacy for the presidency of the United States shall be eligible for an invitation to a Drake hosted forum. Such

candidates will likewise be eligible for an invitation to one in any series of Drake hosted individual candidate events.

The following guidelines apply to Drake hosted individual candidate events and to Drake hosted candidate forums:

- No compensation will be paid to a candidate.
- Candidates will cover their own travel expenses, costs of personal/travel security\*\* and any other associated costs; in no event will Drake reimburse any candidate or campaign for expenses directly or indirectly related to a forum or event..
- Drake University may provide readily available audio-visual equipment for any forum or event held in accordance with these guidelines, at no charge, but any charges for rental of additional audio-visual equipment will be the responsibility of the candidate or campaign. The candidate or campaign will be responsible for hiring qualified Drake employees as operators of this equipment.
- As a guest of Drake, fees for the rental of the facility will be waived.
- The University will coordinate any necessary Security services, including coordination with local and state law enforcement officials. The Director of Campus Security will determine the availability and costs of security services for the forum or event.
- One non-partisan all-campus Drake email notification will be made announcing the forum or event. This email will include a statement that the University does not endorse any party or candidate for public office. Candidates will not have access to campus e-mail distribution lists.
- The University will send out one media advisory for each forum and event, with a statement that the University does not endorse any party or candidate for public office.
- Equal time will be given to any candidates in the same political race. In the case of presidential candidates, Drake University will notify all declared candidates of the opportunity to be hosted by the University, and will include a copy of these policies for the campaign's reference.
- A statement at the entrance of the facility and any promotional materials must clearly state that the University does not endorse or oppose any party or candidate for public office; and this disclaimer will be stated again when introducing any candidate at a public forum.

Drake may partner with national media organizations in hosting a candidate forum, in which case a separate contractual relationship with the media organization will dictate responsibility for the costs of room set-up and tear down and other costs associated with the event.

### **Drake student organization as host:**

Officially recognized Drake student organizations may invite a candidate or candidates to speak to their membership or sponsor an event or forum at which a candidate or candidates speak to the campus community. Officially recognized student organizations sponsoring an event or forum hereunder must comply with these guidelines and shall not directly or indirectly engage in any campaigning or fundraising during any such event or forum. In no event shall any student organization use any of Drake's support services, campus facilities or staff services or supplies in connection with campaign activities or to support a candidate.

The student organization will be responsible for making arrangements with the candidates and the University for each forum and event, including coordination with the Political Visitor Team (see below). A member of the student organization must introduce and moderate the forum or event. The candidate or candidates will be allowed to make a statement and must field questions from the audience. If more than one candidate is present, then each candidate will be given equal speaking time and equal opportunity to respond to audience questions.

The following guidelines apply to events and forums hosted by student organizations:

- No compensation will be paid to a candidate.
- Candidates will cover their own travel expenses, costs of personal/travel security\*\* and any other associated costs.
- No admission fee will be charged.
- As an invited guest of a recognized Drake student organization, fees for the rental of the facility will be based on existing University policies governing the activities of student organizations.
- Drake University may provide readily available audio-visual equipment based on existing University policies governing the activities of student organizations, at no charge, but any charges for rental of additional audio-visual equipment will be the responsibility of the candidate or campaign. The student organization or campaign will be responsible for hiring qualified Drake employees as operators of this equipment.
- The sponsoring student organization or the campaign will pay any costs for security services as needed.
- The sponsoring student organization or the campaign must pay any charges for food service or set-up and tear-down of special equipment provided for each event or forum in accordance with University requirements.
- In the event the forum or event is open to the campus community, one non-partisan all-campus Drake email notification will be made announcing the forum or event. Candidates will not have access to campus e-mail distribution lists.

- The sponsoring student organization will be responsible for all additional publicity or media announcements related to forums and events.
- All internal and external communications about forums and events shall clearly indicate the identity of the sponsoring student organization, and shall clearly state that the University does not endorse or oppose any party or candidate for public office.
- A statement at the entrance of the facility must clearly state that the University does not endorse or oppose any party or candidate for public office.

**Request by candidates to rent University facilities:**

Candidates for a national, congressional, statewide or local office who officially have filed in Iowa or, in the case of presidential candidates, who have officially declared their candidacy for the presidency of the United States, may request to have a forum or other event on campus. When considering the request, University officials will take into account ongoing operations and previously scheduled demands on space, time and other resources. In order to facilitate fairness to all candidates while maintaining minimum disruptions to ongoing and regularly scheduled campus activities, all requests shall be cleared through relevant Drake administrative officers, including the Provost’s Office, the President’s Office, and the Director of Marketing and Communications. No campaigning or political fundraising will be allowed on campus as part of the event.

The following guidelines apply to Candidate requests to hold forums or to use Drake facilities for other events:

- Candidates will cover their own travel expenses, costs of all security and any other associated costs.
- Candidates will pay the rental fee for use of Drake facilities, as well as direct costs associated with use of the facility, including audio-visual equipment, security, food service, and set-up and tear-down of the room, and any other special arrangements.
- No admission fee will be charged.
- Events must be open to the Drake community and all members of the community should be invited to attend, and one non-partisan all-campus Drake email notification will be made announcing the candidate's visit. This email will include a statement that the University does not endorse any party or candidate for public office. Candidates will not have access to campus e-mail distribution lists.
- The candidate or campaign will be responsible for all publicity and media communication regarding the event.
- A statement at the entrance of the facility will clearly state that the University does not endorse

or oppose any party or candidate for public office.

**Process for Booking Political Candidate Visits at Drake:**

- Political event requests sponsored by student organizations should originate in the Office of Student Activities. The Assistant Director for Student Activities - Student Government will assist all student organizations in the preparation and implementation of their politically based programs and will coordinate with the Political Visitor Team to arrange the event.
- Regardless of whether the candidate is the guest of a Drake entity or the event is being organized by the candidate or campaign renting Drake facilities, all political visits to campus must be cleared through the Provost's Office and the President's Office, and the Iowa Caucus Project Director.
- The Iowa Caucus Project Director will work with facility directors to ascertain which suitable facility is available and what fees the candidate will be charged, in consultation with administrative staff from various campus facilities and the Political Visitor Team.
- During the process of negotiations, the Iowa Caucus Project Director will convene the members of the Political Visitor Team to discuss arrangements. This team will work with the Iowa Caucus Project Director for the planning and implementation of the visit.
- The Drake Director of Campus Security or their designee will be responsible and serve as the primary contact agency regarding law enforcement and security issues for political candidate events and appropriate detail assignments. Campus Security will coordinate all efforts and will serve as the liaison with outside law enforcement agencies. The department also will serve as the primary department contact for all outside law enforcement agencies regarding events on the Drake University campus.

**The Political Visitor Team will consist of:**

- Iowa Caucus Project Director
- Office of Marketing and Communications designee
- Drake Director of Campus Security or designee
- Building Manager of the facility to be used
- Representative from Student Activities staff
- Representative of Student Senate
- Director of Physical Plant or designee

- Representative from ITS/Telecom
- Others as appropriate to the candidate and his/her visit (ie: catering), including a representative of the sponsoring student group in the case of organizational events.

**Candidate Guidelines while on campus:**

- All members of the press in attendance must have a press pass issued by the Office of Marketing and Communications
- No in-ground political signs are permitted on campus
- No political signs may be attached by a candidate or his/her campaign staff to buildings, trees, poles, signs, telephones, and trash receptacles, except as approved by Facilities staff. Should campaign stickers or other materials damage University facilities, the sponsoring organization will be responsible for the costs associated with repairing the damage.
- No distribution of political materials may occur on campus by a candidate or his/her campaign staff unless it occurs at an approved event
- No loud speaker system (e.g., bullhorn) may be used on campus by a political candidate or his/her campaign staff unless at an approved event.

**\*\*Personal/Travel Security vs. Campus-based Security When the Institution is the Host:**

- When the invited candidate is high profile or a current government official requiring specific security protocol, the Drake Director of Campus Security will be responsible and serve as the primary contact with appropriate outside agencies and law enforcement. The Director of Campus Security (or his designee) will coordinate all efforts and will serve as the liaison with outside law enforcement agencies.

Drake will make reasonable and practicable efforts to accommodate each candidate's security needs so long as they are duly communicated in advance of the visit, provided that such requests do not conflict with the Drake University Statement of Principles or with Drake policies. Drake will also provide a cost estimate for additional security staffing requested or required by the candidate or sponsoring organizations. Payment in full for security services one day in advance of the speaking engagement is required.

**Additional Candidate Security and Protection Requirements**

As stated previously in this policy, the Director of Campus Security or their designee will be responsible to direct and liaison with all outside agencies accompanying candidates on our campus.

Although it is understood that many candidates provide their own security, it will be the decision of the

Director of Campus Security or their designee in consultation with Des Moines police and/or Secret Service officials (as necessary) to determine the appropriate staffing levels and security needs for a candidate visit.

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