

## **Chemeketa Community College Voter Institutionalization Plan**

The following is the Chemeketa Community College Voter Institutionalization Plan, approved under the authority of 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 Students of Chemeketa (led by the ASC Legislative Coordinator) and college faculty, staff, and administrators. The plan will support college policy and adhered to as such during terms in which a federal, statewide, or local election takes place.

### **OBJECTIVE**

The objective of this document is to ensure that Chemeketa Community College remains in compliance with Oregon state law as cited above, and to set in place a plan that enables the ASC Student Council and Civic Engagement Coordinator to ensure that all students at Chemeketa have access to the impartial information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots.

### **KEY DEFINITIONS**

**Voter Registration:** Engaging students at Chemeketa 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 Chemeketa 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 any information and materials they need 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.

**How to Vote:** When providing information to students in regards to “how to vote” this means only that the ASC and its partners will be providing non-partisan information on how to correctly fill out required information in the correct fields of voter registration cards or ballots. This is in addition to instructing them on important deadlines concerning when ballots or registration cards must be filled out and turned in to be counted in upcoming elections.

**Vote Coalition:** Students that are conducting voter registration on Chemeketa’s campus that are trained by ASC members, representatives of the Oregon Community College Student Association (OCCSA), the Oregon Student Association (OSA), and the Civic Engagement Coordinator. The training consists of giving students instruction and prepared speeches that will help them encourage their peers to register to vote, and cover what these students should not be doing while registering voters. After training, ASC will implement a campus-wide voter registration drive through a variety of methods including, but not limited to, tabling, class visits, events, speakers, forums, and clip-boarding.

## **Section 1. Goals**

Prior to each election cycle ASC sets voter registration and voter education goals. Contact the Civic Engagement Coordinator or current ASC students to inquire about current goals.

## **Section 2. Steps/Methods to Accomplish Goals**

### **PART A: Email**

#### **a. All Student Email**

As allowed by SB1581, 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 ASC 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 we promote the Get Out The Vote (GOTV) voter education campaign during which students are informed about the upcoming ballot measures so they can be aware on what they will be voting on and why it is important to vote.

#### **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 student Vote Coalition. The ASC shall coordinate with the Office of the Vice President of Instruction & Student Services in order to arrange such correspondence by the beginning of the week preceding the first week of a term during which the Vote Coalition conducts a voter registration, education, and/or turnout drive.

### **PART B: Faculty Professional 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 Chemeketa (ASC) 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 alter in any way the rights of a person who is not enrolled as a student at the school.

### **PART D: Voter Registration Tabling**

Chemeketa retains several tables in building 2 on the Salem campus and a table in building 1 on the Yamhill Valley Campus that can be used by internal organizations, or outside organizations, for a variety of purposes. These tables are in a high traffic area that is easily accessible to all students, faculty, and staff. During election years we typically have voter registration tables set up at these locations, offering voter registration forms in English and Spanish. These tables are staffed by the Associated Students of Chemeketa, Student Retention and College Life's student leaders, volunteers, the Civic Engagement Coordinator, and other staff. Voter registration tables are also set up during political candidate visits and other campus-wide events.

### **PART E: Classroom Visits/Presentations**

Members of the Vote Coalition may coordinate with the academic program chairs in order to gain letters encouraging department-wide approval of voter registration and education class presentations. Throughout such efforts, a specific focus shall be placed on departments which house courses with larger numbers of freshmen. The Vote Coalition shall be responsible for coordinating such departmental efforts and no department shall be involuntarily compelled to provide such encouragement or approval. The class presentations will be non-partisan and not biased toward any particular political group. However, these announcements will only be given with approval and discretion of the instructor.

### **PART F: Voter Registration at Orientation Programs**

As mandated in SB1581 and SB1586 the college administration will provide the ASC the opportunity to provide non-partisan voter registration services during student orientation programs held by the school's administration and during campus welcome events that occur before classes begin each academic term. ASC intends to continue providing this service at the annual Preview Day event in late September during workshops and at a table in bldg. 2.

On an ongoing basis ASC will provide the First Year Programs department with a supply of voter registration cards (VRCs). These VRCs will then be put into the new student packets that are handed out at New Student Advising sessions prior to the beginning of each term. When the student packets are discussed the presenter will mention that the packet includes a VRC and that they have the opportunity to fill out this voter registration card as part of the Advising session. The presenter will collect the blank VRCs for future use and the completed VRCs which will be given to the Civic Engagement Coordinator for submission to the Elections Office in a timely manner.

### **PART G: Voter Registration Materials**

Per the requirements of SB951, Chemeketa ASC 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 both campuses and outreach centers. Locations on the Salem Campus will include, but are not limited to, Disability Services, the bookstore, library, dining areas, Student Retention & College Life Office, Welcome Center, Multicultural Center, bldg. 7 gym, places where students register for classes, financial aid offices, and student adviser offices.

### **PART H: Voter Registration Website**

In addition, as required by SB1586 we 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:

<http://www.chemeketa.edu/> and  
<http://www.chemeketa.edu/aboutchemeketa/collegelife/>.

### **PART G: My Chemeketa Announcements**

Chemeketa administration will allow ASC to submit one announcement, per election, on My Chemeketa during voter registration drives with information on how to complete voter registration and also the deadline to register for the upcoming election. A second announcement by ASC, per election, will be allowed and will provide information on ballot drop off locations and deadlines by which to submit ballots for the current election.

## **Amendment Process**

This plan shall take effect upon official approval by the Chemeketa Executive Team and it shall represent a binding agreement between the Associated Students of Chemeketa and all affected administrative units of the college.

The language of the plan shall be reviewed at the adjournment of each Oregon State Legislative Session, or as needed by ASC and the Civic Engagement Coordinator. During its review, the ASC shall present any recommended changes to affected administrative units and shall come to agreement on a final version of the proposed changes.

The ASC shall amend this plan at any time upon the mutual agreement of any affected administrative units. Any such amendments shall be transmitted in writing to the Vice President of Instruction of Student Services or designee, who shall be responsible for incorporating the agreed-upon changes into any effected college procedure or policy.