Established 1915
BROWARD
County Public Schools

STANDARD OPERATING PROCEDURE

Campaigning on District-owned Facilities

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SOP Number	SOP-COMM-9170
Responsible Office	Office of Communications- Legislative Affairs
Coordinating Offices	Office of the General Counsel; Chief of Staff; Board Office; Office of Communications; Facilities; Safety and Security; Student Services; Athletics and Activities; Regional Offices; School/Site Administration
Effective Date	10/23/2026
Review Cycle	At least every two years and whenever Policy 9170 or related brand standards change
Supersedes	Adopted: 10/23/2026
Approval	

1. Purpose

The District is committed to maintaining safe, orderly, neutral, and uninterrupted educational and work environments while complying with election law and preserving applicable rights of expression. This SOP establishes a Legislative Affairs-administered process for campaigning on School District-owned facilities, candidate forums, election activities at District polling sites, student-election activities, personal-vehicle signage, District advocacy concerning legislation or ballot matters, event public comment, employee conduct, and compliance review under School Board Policy 9170.

2. Authority and Related Materials

- School Board Policy 9170, Campaigning on School Grounds.
- Federal law
- F.S. 102.031, Maintenance of good order at elections; authorities; persons allowed in polling rooms and early voting areas; unlawful solicitation of voters.
- F.S. 104.31, Political activities of state, county, and municipal officers and employees.
- F.S. 106.113, Expenditures by local governments.
- F.S. 1001.41, 1001.42, and 1001.43, district school board powers, duties, and rulemaking authority.

3. Scope

This SOP applies to campaigning activities conducted by employees, candidates, campaigns, political committees, students, visitors, organizations, vendors, volunteers, and other people on or using School District grounds, buildings, facilities, vehicles, equipment, communications systems, and property. It applies during school and work hours, non-school and non-work hours, District-sponsored candidate forums, rallies and advocacy forums, student elections, and election days when a District facility is used as a polling place. It does not independently authorize access to District property or use of District resources.

4. Definitions

Term	Definition
Campaigning	Distributing campaign materials, wearing campaign items, making public comment during Board meetings, using direct or electronic mail, collecting signatures on a petition used to qualify a candidate for public office, or using another means that expressly advocates the election or defeat of a candidate or approval or rejection of an issue, as provided in Policy 9170.
Campaign materials/items	Signs, stickers, buttons, apparel, handouts, petitions, literature, digital communications, or other items that expressly advocate a candidate or issue.
Candidate forum	A non-school-hours and non-work-hours event approved by the Superintendent or designee at which all candidates for the same office are invited to attend and speak.
District grounds	Any real property, building, facility, parking area, athletic venue, school, administrative site, or other location owned, occupied, operated, or used by the School District.
District advocacy event	A Superintendent-approved rally or forum using District grounds to solicit support for or advocate passage or rejection of legislation, an ordinance, or a referendum in the District's best interests.
Election day	A day on which voting is conducted at a District facility serving as a polling place, including any period governed by Supervisor of Elections instructions.
Personal vehicle	A privately owned vehicle that is not owned, leased, assigned, or controlled by the District.
Polling place no-solicitation zone	The area prescribed by current election law in which voter solicitation and campaigning are prohibited; F.S. 102.031 currently establishes a 150-foot zone measured from specified voting locations.

Term	Definition
Student office	A student-government, class, club, or other school-sponsored student position filled through a school-approved student election.

5. Roles and Responsibilities

Role	Responsibility
Chief of Staff	Provides executive coordination and reviews matters assigned by the Superintendent, including communications, events, or facility issues requiring Cabinet-level direction.
Legislative Affairs	Administers this SOP; serves as central intake and compliance coordinator; reviews requests; coordinates interdepartmental and legal review; communicates determinations; coordinates polling-place requirements; maintains the central compliance record; and leads training, monitoring, and updates.
Office of the General Counsel	Advises on election law, public comment, public funds, viewpoint neutrality, facility access, employee activity, petitions, and uncertain or alleged violations.
Office of Communications	Reviews event notices, public information, branding, recordings, and communications for neutrality and compliance.
Facilities	Reviews facility availability, use conditions, scheduling, access, setup, signage locations, restoration, and polling-place operational needs.
Safety and Security	Reviews access, crowd management, traffic, ingress and egress, no-solicitation boundaries, disruption, emergencies, and safety plans.
Regional Offices / School Transformation Office	Review candidate-forum rental requests for site availability, instructional priority, capacity, and operational needs, as applicable; receive and relay election-day polling-place requirements to affected schools; and review or route questions concerning student-election campaigning, student speech, discipline, electronic communications, or unequal treatment. Coordinate with school administrators and the appropriate subject-matter offices within their respective areas of responsibility.
Principals/Site Administrators	Maintain school operations; approve and supervise student-election campaigning; enforce approved restrictions; make immediate site-based

Role	Responsibility
	disruption determinations; preserve evidence; and notify the Office of Legislative Affairs.
Student Services	Advises on student elections, student expression, discipline, equal treatment, and student-rights requirements.
Athletics and Student Activities	Coordinates requirements when campaigning, forums, polling activities, or advocacy events affect extracurricular or athletic operations.
Human Resources	Advises on duty status, employee conduct, labor relations, and employment-related review or corrective action.
Employees	Do not campaign for candidates while on duty or wear candidate-endorsement buttons or apparel while on duty; comply with approved event, property, and resource restrictions.

6. Standards

- Campaigning for a candidate for public office is prohibited on District facility grounds, except as permitted by Policy 9170.
- The Superintendent or designee may approve a candidate forum during non-school and non-work hours if all candidates for the same office are invited to attend and speak.
- When District grounds serve as a polling place, election-day campaigning must comply with State distance requirements and must not disrupt school operations, as determined by the principal or Superintendent.
- Student campaigning for student office may occur on school grounds to the extent approved by the principal.
- Individuals and employees may display candidate signs or stickers on their personal vehicles while on District grounds. Such materials may not be placed on District vehicles.
- Collecting signatures on a petition to qualify a candidate for public office is considered campaigning and is prohibited on District grounds except as otherwise permitted by the policy.
- Use of District grounds, property, or equipment to solicit support for legislation, an ordinance, or a referendum in the District's best interests requires approval by the Superintendent or designee and must comply with applicable law.
- At a rally or forum on District grounds advocating passage or rejection of legislation, an ordinance, or a referendum, public comment is allowed at the end. Speakers may address only the event's subject, may speak once, and may not yield time. The limit is three minutes per speaker, reduced to two minutes if more than 20 speakers wish to comment and one minute if more than 30 wish to comment.
- District employees shall not campaign for a candidate for public office while on duty, including by wearing buttons or other apparel endorsing a candidate.

7. Procedure

7.1 Request and review a candidate forum

1. The requesting office or event sponsor shall submit a written request to the Office of Legislative Affairs at least five business days before the planned event. The request shall identify the office involved, proposed date and hours, facility, sponsor, moderator, anticipated attendance, format, security and accessibility needs, funding source, and communications plan.
2. The Office of Legislative Affairs shall confirm that the event will occur during non-school and non-work hours and that every candidate for the same office will be invited using the same method, deadline, participation conditions, speaking opportunity, and event information.
3. The Office of Legislative Affairs shall refer the request to the site administrator, Facilities, Safety and Security, the Office of Communications, the Office of the General Counsel, and any other affected offices. Each receiving office shall conduct its respective review and follow up directly with the requester regarding any required actions, revisions, or approvals. The appropriate office shall route the request to the Chief of Staff for final approval, when needed.
4. The event shall not be announced as approved, scheduled as final, or conducted until written approval is issued.
5. The approved forum shall be administered neutrally, comply with facility-use and safety requirements, avoid District endorsement, and retain the invitation list, responses, agenda, moderator instructions, notices, approvals, and event record.

7.2 Reserve District space for a candidate forum or other activity covered by Policy 9170

1. A person or organization seeking to rent District-owned facilities or grounds for a candidate forum shall submit an application directly through the District's designated online facility rental platform in accordance with SOP-FAC-7511A. District staff shall not enter an application on behalf of an external applicant.
2. The application shall identify the sponsoring organization, requested facility, proposed date and hours, setup and breakdown time, anticipated attendance, forum format, and any equipment, accessibility, security, or other operational needs. The applicant shall also identify the office involved and confirm that all candidates for that office will be invited to attend and speak.
3. School Administration and the Regional Office and/or School Transformational Office shall review site availability, instructional priority, capacity, and operational and custodial needs. Safety and Security shall review applicable event security requirements. FP&RE shall administer the remaining rental review, including fees and insurance, under SOP-FAC-7511A.
4. The forum must occur during non-school and non-work hours and receive the approval of the Superintendent or designee required by Policy 9170. FP&RE shall make the final facility-use determination and issue the facility-use permit through the rental platform. Site approval or placement on a calendar alone does not authorize use of the facility.
5. The applicant shall pay all assessed charges and submit a compliant certificate of insurance for verification at least seven days before the scheduled use, as required by SOP-FAC-7511A. Access is permitted only after these requirements are satisfied and the facility-use permit remains active.

6. On-site staff shall verify the permit's current status through the rental platform before granting access. The forum shall be conducted within the approved space and hours and in accordance with the permit, District safety requirements, and the candidate-forum conditions of Policy 9170.

7.3 Coordinate election-day campaigning at District polling places

1. Before each election, the Office of Legislative Affairs shall confirm with the Supervisor of Elections on the identified District polling locations, voting hours, access requirements, the legally required no-solicitation boundary, permitted campaign areas, signage, parking, and site contacts.
2. The Office of Legislative Affairs shall communicate the requirements to principals/site administrators, Facilities, Safety and Security, Regional Offices and School Transformational Office and other affected departments.
3. The site administrator and election officials shall ensure that campaigning remains outside the applicable no-solicitation zone. Under current F.S. 102.031, voter solicitation is prohibited inside the polling place and within 150 feet of specified entrances or secure ballot-intake locations.
4. Campaigning outside the restricted zone shall not obstruct ingress or egress, interfere with voting, disrupt school operations, enter restricted student or work areas, create unsafe traffic or crowd conditions, or violate election-official instructions.
5. The principal may address activity that disrupts school operations. Election law or boundary questions shall be referred to the Supervisor of Elections and the Office of Legislative Affairs, with legal consultation as necessary.

7.4 Administer student-election campaigning

1. The faculty sponsor or responsible school administrator shall submit proposed student-election rules, campaign dates, permitted locations and methods, spending or material limitations, and supervision arrangements to the principal for approval.
2. The principal shall ensure that student-campaign rules are age appropriate, educationally appropriate, consistently applied, and communicated to all candidates before campaigning begins.
3. Student campaigning shall remain limited to approved student offices, times, locations, materials, and platforms and shall not substantially disrupt instruction, safety, access, or school operations.
4. Questions involving student speech, discipline, electronic communications, or unequal treatment from the principal shall be referred to the Regional Offices, School Transformational Office, Strategy and Operations, or the Office of Legislative Affairs, with legal review when necessary.

7.5 Apply the personal-vehicle signage exception

1. Employees and other individuals may park personal vehicles displaying candidate signs or stickers on District grounds, subject to ordinary parking, safety, access, and vehicle rules.
2. A vehicle display does not authorize distribution of campaign materials, active campaigning, use of the vehicle as a campaign station, obstruction, amplified messaging, or another activity prohibited by Policy 9170.

3. Candidate signs or stickers shall not be placed on any District-owned, leased, assigned, or controlled vehicle. Suspected violations shall be reported to the site administrator and the Office of Legislative Affairs.

7.6 Review proposed activities involving legislation, ordinances, or ballot measures

1. Before using District grounds, property, or equipment for an activity concerning legislation, an ordinance, or a ballot measure, the originating office shall submit a written request to the Office of Legislative Affairs for referral to the appropriate reviewing offices a least five business days of the proposed activity.
2. The request shall identify the proposal, purpose, proposed activity, location and date, sponsor and speakers, anticipated use of District resources, and any proposed public notice or communication.
3. The Office of Legislative Affairs shall refer the request to the Office of the General Counsel and other affected offices for their respective reviews. Each receiving office shall follow up directly with the requester regarding requirements, revisions, or approvals within its area of responsibility.
4. The request shall be submitted to the Chief of Staff for final approval as required by Policy 9170. Approval under this section does not authorize the expenditure of public funds for a communication sent to electors concerning an issue, ballot measure, or amendment subject to their vote.

7.7 Administer public comment at an approved District-Approved rally or forum

1. Public comment shall occur at the end of the approved rally or forum, and speakers may address only the subject of the rally or forum.
2. Each speaker shall have one opportunity to comment for a maximum of three minutes.
3. If more than twenty speakers desire to comment, each speaker's time shall be reduced to two minutes. If more than thirty speakers desire to comment, each speaker's time shall be reduced to one minute.
4. Speakers shall not yield or transfer time to another speaker.
5. The event coordinator shall use a consistent registration and timekeeping process, communicate the rules before comment begins, document the number of speakers and applicable time limit, and coordinate any safety or disruption issue with the site administrator and Safety and Security.

7.8 Address campaigning through public comments at School Board meetings

1. The Chief of Staff shall administer public comment at School Board meetings in accordance with Policy 1020A and the Board's adopted meeting procedures.
2. Public speakers shall not use their speaking time to engage in political campaigning, including making oral or written statements regarding any candidacy.
3. Public speakers shall not wear buttons, caps, shirts, or other clothing items that could constitute campaign activity, as provided in Policy 1020A.
4. The Board Chair, as the presiding officer, shall address potential violations under the applicable meeting procedures and consult the Office of the General Counsel when a question arises about interpretation or enforcement.
5. School-site personnel shall refer concerns about public comment at an official School Board meeting to the Office of Legislative Affairs rather than independently enforcing facility-campaigning restrictions under Policy 9170.

7.9 Enforce employee on-duty restrictions

1. Employees shall not campaign for a candidate for public office while on duty, including through speech, distribution, petitions, District email or systems, or wearing candidate-endorsement buttons or apparel.
2. Supervisors shall address immediate operational concerns consistently, preserve relevant information, and refer suspected violations to the Office of Legislative Affairs and Human Resources.
3. The Office of Legislative Affairs shall coordinate policy review with Human Resources and the Office of the General Counsel. Any employment-related action shall be administered by the authorized office under applicable law, policy, collective bargaining, due process, and District procedure.

7.10 Report and address suspected noncompliance

1. Employees shall report suspected unauthorized campaigning, petition activity, facility or District-resource use, polling-place activity, signage, or event noncompliance to the principal or site administrator, a supervisor, or another authorized reporting channel. A receiving supervisor or office shall address any immediate safety, access, or operational concern and promptly notify the Office of Legislative Affairs.
2. The Office of Legislative Affairs shall review and track the compliance referral, ensure preservation of relevant records, and coordinate review by the site administrator, Facilities, Safety and Security, Human Resources, the Office of the General Counsel, or other appropriate offices.
3. Any enforcement, corrective, or disciplinary action shall be administered by the office with applicable authority in a consistent and viewpoint-neutral manner, in accordance with applicable law, policy, contract, collective bargaining agreements, due process, and District procedures.

8. Records

The Office of Legislative Affairs shall maintain the central Policy 9170 compliance record, including forum and advocacy requests, candidate invitation records, approvals, polling-place instructions and communications, event public-comment records, student-election referrals, signage or petition issues, compliance referrals, review assignments, and consolidated determinations. Each coordinating office shall maintain its subject-matter, facility, safety, personnel, financial, communications, student, or operational records under the applicable records-retention schedule and confidentiality requirements

9. Training and Monitoring

- The Office of Legislative Affairs shall coordinate periodic guidance before candidate qualifying periods, elections, and major advocacy activity, with subject-matter participation from the Office of the General Counsel, Office of Communications, Facilities, Safety and Security, Student Services, Human Resources, and the Supervisor of Elections as appropriate.

- Principals, site administrators, event coordinators, and affected departments shall receive clear instructions regarding candidate forums, polling-place boundaries, student elections, vehicle signage, employee restrictions, public comment, escalation, and documentation.
- The Office of Legislative Affairs shall monitor requests, approvals, polling-place issues, event compliance, response times, recurring questions, and corrective actions and shall coordinate recommended policy, SOP, Business Practice Bulletins (BPB), form, or training updates.
- The Office of Legislative Affairs shall lead review of this SOP at least every two years and whenever Policy 9170, election law, facility-use rules, public-comment requirements, or polling-place procedures change.

10. Recommendations: Business Practice Bulletins (BPB) Development

- **Candidate forum requests (Section 7.1):** The Office of Legislative Affairs should develop a BPB identifying the written submission channel, request form, and method for recording the five-business-day submission deadline. The form should collect the proposed office, date, hours, facility, sponsor, moderator, attendance, format, security and accessibility needs, funding source, and communications plan. The BPB should provide a candidate-invitation checklist and describe how Legislative Affairs refers the request to affected offices. Each receiving office should document its review and communicate required actions directly to the requester. The BPB should identify the office responsible for routing the request for final written approval and notifying the sponsor of the decision.
- **Facility rental for a candidate forum (Section 7.2):** FP&RE should address candidate-forum rentals in its existing SOP-FAC-7511A BPB. Include applicant instructions for submitting the request directly through the rental platform; required event details; site, regional, safety, fee, and insurance review steps; and the method for documenting the approval required by Policy 9170. State that FP&RE alone issues the facility-use permit and that payment and compliant insurance must be verified at least seven days before use. Include instructions for on-site staff to check the permit's live status before granting access.
- **Election-day activities at District polling places (Section 7.3):** Develop a polling-place coordination BPB identifying how Legislative Affairs obtains the site list and operational instructions from the Supervisor of Elections, records site contacts and voting hours, and distributes the applicable boundaries, access, parking, signage, and campaign-area instructions to affected offices. Include a site checklist and a referral path for boundary questions, disruption, safety concerns, and conflicting instructions.
- **Student-election campaigning (Section 7.4):** School Administration, with the appropriate student-support offices, should develop a BPB or school-level template for submitting proposed student-election rules to the principal. It should cover campaign dates, approved locations and methods, materials or spending limits, supervision, the principal's documented approval, and consistent notice to all candidates. Identify the referral process for student speech, electronic communications, discipline, and unequal-treatment concerns.
- **Personal-vehicle signage (Section 7.5):** Develop site guidance distinguishing permitted candidate signs or stickers on personal vehicles from active campaigning or use of a vehicle

as a campaign station. Identify how site staff document and refer concerns, apply ordinary parking and safety rules, and address signs placed on District vehicles.

- **Activities concerning legislation, ordinances, or ballot measures (Section 7.6):** Legislative Affairs should develop a written request form and submission channel that records the proposed activity, location, date, sponsor, speakers, District resources, and any public notice or communication. The BPB should explain the five-business-day submission target, referral to the Office of the General Counsel and other affected offices, and each office's responsibility to follow up directly with the requester. It should identify the office that routes the matter for the approval required by Policy 9170 and provide a separate referral path for proposed communications to electors under Policy 1232 and section 106.113, Florida Statutes. Approval of an event or facility use should not be treated as approval to spend public funds on an elector communication.
- **Public comment at an approved rally or forum (Section 7.7):** The office administering the event should develop a BPB or event checklist covering speaker registration, how the number of speakers is established, announcement and application of the three-, two-, or one-minute limit, one speaking opportunity per person, subject-matter limits, and the prohibition on yielding time. Include timekeeping, event-record, and safety-escalation instructions.
- **Public comment at School Board meetings (Section 7.8):** The Regional Office/School Transformational Office should incorporate Policy 1020A's campaigning restrictions into its speaker instructions and meeting procedures. Identify how concerns about campaign statements or apparel are brought to the presiding officer, when the Office of the General Counsel is consulted, and how school-site personnel refer concerns without independently enforcing meeting rules.
- **Employee on-duty restrictions (Section 7.9):** Human Resources should provide supervisors with guidance on recognizing and documenting suspected on-duty campaigning, addressing an immediate operational concern, preserving relevant information, and referring the matter for review. The BPB should identify the office authorized to make any employment-related determination or take corrective action.
- **Suspected noncompliance (Section 7.10):** Legislative Affairs should develop a compliance-referral BPB identifying authorized reporting channels, minimum information to include in a report, immediate site or safety actions, and prompt notification to Legislative Affairs. Include a referral log, records-preservation steps, routing to subject-matter offices, documentation of the disposition, and transfer of enforcement or disciplinary matters to the office with applicable authority. The process should be applied consistently and without regard to candidate, party, or viewpoint.
- Each BPB should assign duties to **positions or offices**, identify the forms and systems used, and specify which office retains each record. BPBs shall implement the SOP without creating new approval authority or exceptions to Policy 9170.