

Treasure Valley Community College

Code: PROCESS
Revised/Reviewed: 2007; 7.27.16

Voter Registration and Constitution Day Process

Purpose

Treasure Valley Community College (TVCC) developed the following plan to distribute and encourage voter registration of eligible students and accordance with SB 951, passed in 2007. This plan meets the deadlines and information sharing requirements of SB 951, and related federal voter registration requirements. In addition, to commemorate the signing of the U.S. Constitution (September 17, 1787) TVCC will observe Constitution Day on the first day of Fall term.


Voter Registration

- Each February, the Associated Student Government (ASG) President, ASG advisor, and Vice President of Student Services will convene to review the voter registration efforts of the past calendar year. They will assess the compliance, efficiency, and effectiveness of the voter registration plan.
- The Associated Student Government Legislative Senator, or designee, will request sufficient paper registration forms from the appropriate local office in compliance with federal rules (120 days prior to the deadline to register to vote in the state); this will typically occur in June. In addition, the ASG Legislative Senator will become thoroughly educated on the online registration process and provide access to students to register online.
- The ASG, under the coordination of the ASG advisor, and in cooperation with the Vice President of Student Services, will ensure that the following locations are supplied with voter registration forms by the first day of the term:
 - Student Services Center
 - Bookstore
 - Student Life offices
 - Office of Disability Services
 - Residence Halls
- The Public Information office will post a link to the Voter Registration website on the “News and Events” section of the college’s homepage.
 - These postings are to be visible from the start of classes thru the 3rd week of every term.
 - The Voter registration webpage will be permanently available from the Student Life webpage and the Student Right to Know webpage.
- The Student Services Division will provide information in their annual notification to enrolled students.
- ASG will have voter education materials available at the fall term’s “Campus Fair” that occurs in the 1st week of the term.
- ASG will conduct advertising on the bulletin boards, Campus Wide Information System (CWIS) and through e-mail at the start of the term.
- During spring or fall elections, ASG will send e-mail with information about how to register to vote.
- ASG will conduct classroom presentations to register students to vote. This will occur before the general elections, during the fall term, and before the Oregon voter registration deadline (21 days prior to the election).
- ASG will host voter education for students in the form of an event each fall. This event may be an information table, an outside speaker, a candidate forum, etc.

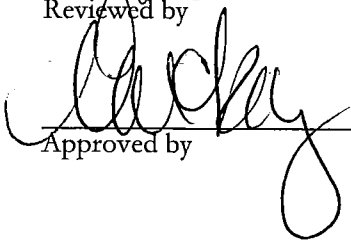
Constitution Day

- Constitution Day commemorates the signing of the U.S. Constitution and is annually on September 17th. The 17th falls on a day in which TVCC is not yet in session, therefore, Constitution Day will be observed on the first day of school.
- ASG will facilitate the celebration of Constitution Day on the first day of the Fall term. This celebration is to help students develop an understanding of civic involvement and responsibility through the history of our constitution. Students will view a slideshow presentation as well as have printed literature available to them.

END OF PROCESS



Reviewed by Date 9/13/2016



Approved by Date 9/16/2016