
Prohibited Activities

A public employee, while on the job during work hours **may not**:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official's candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official's political position
- make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official's availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body's resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body's position on such a resolution to the media
- include the governing body's position or vote on such a resolution in a jurisdiction's newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client's political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

Allowable Activities

A public employee, while on the job during working hours **may**:

- prepare and distribute **impartial** written material or make an **impartial** presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed memo on ORS 260.432 and obtaining review from the jurisdiction's legal counsel, as available.)
- The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.
- perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet
 - impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
 - address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
 - as staff of an elected official, handle incoming calls about the official's availability for political events
 - prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
 - in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue
 - respond to public records request for information, even if the material advocates a political position
 - wear political buttons subject to applicable employer policies*
 - express personal political views subject to applicable employer policies*
- *and unless the public employee is providing voter registration services under NVRA, where additional restrictions apply - see note on previous page about ORS 247.208(3).*