

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

<b>Procedure Number:</b>	CS 011
<b>Procedure Title:</b>	Posting of Signs (Flyers)

1. PURPOSE

- 1.1 Alamo Community College District Board of Trustees (ACCD BOT) Procedures [F.9.1.1](#) and [G.1.4.1](#) provide broad First Amendment protections for both students and community members with respect to the posting of signs (flyers) on all district campuses. ACCD BOT Policy [F.5.4](#) identify regulations on the size and location of such posted signs and charge the colleges to communicate further guidelines to students and registered student organizations concerning signs for college-sponsored events.
- 1.2 This procedure outlines ACCD BOT regulations concerning signs and outlines guidelines for sign posting at Northwest Vista College (NVC).

2. DEFINITIONS

- 2.1 Sign – In ACCD BOT [F.5.4](#) a “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign. For purposes of this procedure, a “flyer” is a type of sign.

3. BACKGROUND: ACCD BOT POLICY & PROCEDURE

- 3.1 ACCD BOT Procedures [G.1.4.1](#) and [F.9.1.1](#) recognizes that activities such as displaying signs are expressive activities and are protected by the First Amendment. If the College District creates a forum for the distribution of non-school literature, the College District may impose time, place, and manner regulations and may reserve its facilities for their intended purposes, communicative or otherwise, as long as the regulation on speech is reasonable and not an effort to suppress expression merely because public officials oppose the speaker’s view.
- 3.2 One such regulation of [F.9.1.1](#) is that persons conducting expressive activities are not permitted to hang signs or banners on campus buildings, landscaping, hardscape, or trees.
- 3.2 ACCD Policy [F.5.4](#) stipulates that no person or organization may post, carry, or publicly distribute on College District property or at College District-sponsored events any sign, petition, handbill, print media or piece of literature that:
  - 3.2.1 is lewd, obscene, profane, or libelous;
  - 3.2.2 contains insulting or “fighting words” (including but not limited to words that by their very utterance inflict injury or tend to incite immediate violence or breach of the peace); or
  - 3.2.3 contains a “true threat” (statements which are meant to communicate a serious expression of an intent to commit an act of unlawful violence to a particular

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

individual or group of individuals). Intimidation is a form of true threat, where a threat is directed to a person or group of persons with the intent of placing the victim in fear of bodily harm or death.

3.3.3 Is larger than 22 inches by 28 inches, unless authorized by the chief student affairs officer.

3.3 [F.5.4](#) stipulates that a student or registered student organization (RSO) may publicly post a sign on college property or at college-sponsored events in accordance with college guidelines. Each college is responsible for developing and communicating guidelines.

#### 4. GENERAL REGULATIONS

4.1 All posted flyers must be in accordance with ACCD Policy (see especially sections 3.2.1 – 3.3.3 above). Any flyers which violate these policies will be removed.

4.2 Students or RSOs who need printing support for flyers designed to advertise a college-sponsored event must submit their flyer content to the Director of Student Life. Flyers printed by the Office of Student Life must be designed in accordance with ACCD and NVC branding standards. The Department of Marketing and Strategic Communications maintains an “NVC Brand Guidelines” website and is available for flyer design consultation.

#### 5. PLACE REGULATIONS

5.1 Flyers may only be posted in specifically designated areas, including bulletin boards or brochure and pamphlet holders. Flyers may not be posted on exterior or interior building walls, windows, landscaping, hardscaping, light poles, trees, etc. Flyers posted outside of specifically designated areas will be removed.

5.2 Flyers may not be posted on top of other flyers. Flyers posted on top of other flyers will be removed.

5.3 Unless otherwise noted, areas designated for flyers will be cleared of all flyers every two weeks.

Contact for Interpretation: *Dean of Performance Excellence*

<b>Relevant Board Policy:</b>	<a href="#">F.5.4</a> , <a href="#">F.9.1.1</a> , <a href="#">G.1.4.1</a>
<b>Relevant SACSCOC Documents:</b>	
<b>Originating Unit:</b>	President’s Office
<b>Maintenance Unit:</b>	President’s Office
<b>Implementation Date:</b>	Fall 2024
<b>Revision Date:</b>	