

DO'S AND DON'TS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES WHEN WORKING ON INITIATIVE CAMPAIGNS

There are two simple, but very important rules California local public officials and employees should follow when involved in campaign activities.

1. **Don't use public funds or resources.** All contributions to the campaign of your time and resources must be made with non-public funds. That means no public facilities or equipment (phones, computers, email accounts, vehicles, copy machines or any other equipment) may be used to plan or promote campaign activities, including fundraising. No public funds or resources may be used in support of your campaign activities.
2. **Campaign on your own time. Keep good records.** Track time and your use of private equipment utilized in ballot measure activities, so you are able to document that no public funds were used.

The Don'ts. Public officials and public employees may NOT:

- Distribute campaign literature through the government's internal mail system.
- Place campaign literature on employee bulletin boards, on the government's web page, or elsewhere on government premises.
- Make public appearances speaking about the initiative/campaign during compensated work hours.
- Make telephone calls about the campaign during compensated work hours.
- Walk precincts, draft campaign ads, or perform other campaign tasks during compensated work hours, or assign subordinates to do same.
- Add a link from a government website to a campaign website.
- Send or receive campaign-related emails on government computers.
- Urge other employees to vote a certain way during compensated work hours.
- Use government copy machines, telephones, fax machines, computers, stationery, etc. for campaign purposes.

The Do's. Public officials and public employees MAY:

- Work on the campaign during their personal time, including lunch hours, coffee breaks, vacations, etc.
- Make a campaign contribution to the campaign committee using personal funds, and/or attend a campaign fundraiser during personal time.
- Make public appearances for the campaign during personal time.