



University Community

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
POSTING OF MATERIALS ON BULLETIN BOARDS AND ON UNIVERSITY PROPERTY	August 24, 2010	175.115

PROCEDURE STATEMENT (R)

A. General Requirements applicable to all Posting:

1. Posting on bulletin boards within the University is allowed under the terms of this procedure. Affixing information or items to Florida International University (“FIU”) buildings or property other than bulletin boards designated and approved by FIU, as discussed below, is prohibited. See Section B. below for further detail on bulletin boards.
2. Posting of materials on University building walls (internal or external) is prohibited – unless approved in advance by the Senior Vice President of External Relations or designee. Designated bulletin boards and/or plasma screens and emergency information network may be made available for such postings upon request.
3. The locations of bulletin boards are subject to change periodically. Please check the appropriate website for the most up-to-date information.
4. Any individual/entity posting on any FIU bulletin board warrants that its posting material does not violate any trademark, copyright, or similar proprietary interest or any other law. Any posting that violates these laws will be subject to removal as provided in section 11 below.
5. FIU departments, offices or units may impose additional area-specific procedures for posting and promotions on their assigned bulletin boards so long as the requirements of this procedure are upheld.
6. Any individual/entity that posts, chawks, displays, or distributes materials in a way that damages university property is financially responsible for the damage.
7. The posting of any material and/or placement of free-standing structure(s) in FIU buildings, lobbies or on vehicles, sidewalks, walkways, parking garages or paved areas is prohibited, except for (a) emergency, safety, warning or directional signs approved by the Public Safety Department and placed by University officials acting on behalf of the University to announce a matter directly related to the health, safety or welfare of the University Community; (b) Business Services matters pre-approved in writing by the Assistant Vice President of Business Services or designee in conjunction with the Senior Vice-President of External Relations or designee; or (c) University matters (other than Business Services) or student related matters pre-approved in writing by the Vice-President of Student Affairs or designee in conjunction with the Senior Vice-President of External Relations. The University individual/entity/department/unit that installs the signage is responsible for timely removing same.
8. Commercial postings must provide contact information on the material(s).
9. Posting or otherwise affixing printed material or other items on vehicles parked in FIU lots or parking facilities is strictly prohibited.
10. Posted materials must comply with applicable laws and may not glorify, edify, promote or support the use or sale of illegal drugs or drug products; may not contain obscene material; and may not be directed to incite or produce imminent lawless action.
11. University staff retains the right to take down any material that violates any Florida International University regulation, policy or procedure, or federal, state or municipal laws, including any applicable “Litter Laws”.
12. For additional information on posting by University employees (including UFF, AFSCME, PBA, PBA-LTS, and SEIU), see the applicable University Policy number below:
 - a) UFF 2008-2011 Collective Bargaining Agreement Article 3.2 Communications
 - b) For University Staff: 1710.305
 - c) For AFSCME: 1725.285
 - d) For PBA: 1740.260
 - e) For PBA-LTS: 1750.255
 - f) For SEIU: 1760.270
13. For alcohol related materials, refer to FIU Regulation 2505- Alcoholic Beverages.

- B. **Bulletin Boards:** Posting information on campus bulletin boards facilitates communication on campus. Posting is allowed under the following guidelines that are intended to ensure maximum opportunities for information dissemination and to minimize damage to campus facilities, littering, and posting of illegal material.
1. General bulletin boards are available for posting by students, recognized student organizations, faculty and staff of the University and non-University individuals/entities. See ucr.fiu.edu/initiatives for general bulletin board posting sites.
 2. Departmental bulletin boards are identified, controlled and maintained by specific University departments, colleges, schools or centers (collectively referred to herein as “department”). For posting information as to time and availability please contact the applicable department. See ucr.fiu.edu/initiatives for Departmental bulletin board posting site list.
 3. Only one flyer may be posted on each of the applicable bulletin boards. Duplicate signs on the same bulletin board will be removed.
 4. Maximum size is 8 ½ x 11.
 5. **IN ORDER TO MAINTAIN THE APPEARANCE OF THE PHYSICAL ENVIRONMENT OF FIU CAMPUSES, ALL GENERAL BULLETIN BOARDS (LIST OF LOCATIONS CAN BE FOUND AT UCR.FIU.EDU/INITIATIVES) WILL BE COMPLETELY CLEARED OF ALL MATERIALS ON THE FIRST FRIDAY OF EVERY MONTH (“FIRST FRIDAY”) BY THE FACILITIES MANAGEMENT DEPARTMENT. THOSE DESIRING TO REPOST THEIR MATERIALS SHOULD REMOVE THEM BEFORE THE FIRST FRIDAY. FIU IS NOT RESPONSIBLE FOR ANY MATERIAL POSTED ON THE BULLETIN BOARDS. ALL MATERIALS REMAINING ON THE BOARDS WILL BE DISCARDED ON THE FIRST FRIDAY OF EVERY MONTH.**
 6. **THE MAINTENANCE OF DEPARTMENTAL BULLETIN BOARDS WILL BE THE RESPONSIBILITY OF THE SPECIFIC UNIVERSITY DEPARTMENT THAT CONTROLS THE BULLETIN BOARD(S). IT IS THE RESPONSIBILITY OF THAT DEPARTMENT TO ENSURE THAT THE BULLETIN BOARD(S) ARE MAINTAINED IN A CLEAN, ORDERLY FASHION AND THAT EXPIRED MATERIALS ARE REMOVED IN A TIMELY MANNER.**
 7. To request installation or removal of a bulletin board, please submit a Space Committee Request Form (available for downloading on the Academic Space Management Web site).
- C. **Exceptions:** This procedure does not apply to:
1. Any contractual agreements with University vendors subject to the specific agreement terms.
 2. Exceptions to the terms of this procedure may be granted by the University Senior Vice-President of External Relations or designee in cases where the materials intended to be posted are directly related to the mission or goals of the University or to protect the safety and welfare of the University community.
- D. **Penalties for Violation:**
1. Any violators of this procedure shall be subject to (a) disciplinary action under applicable FIU Regulations, Policies and Procedures and/or (b) removal of the materials.

POSTED OR DISTRIBUTED MATERIALS BY THE UNIVERSITY COMMUNITY, UNIVERSITY ORGANIZATIONS, NON-UNIVERSITY PERSONS AND NON-UNIVERSITY ORGANIZATIONS DO NOT NECESSARILY REFLECT THE OPINIONS, BELIEFS OR PRACTICES OF FLORIDA INTERNATIONAL UNIVERSITY.

REASON FOR PROCEDURE (O*)

- (a) **Creation of an educational campus culture:** FIU is committed to creating a campus which supports the academic mission of the University, provides a campus culture conducive to learning, and is free from illegal materials and hostile workplace environments.
- (b) **Sustainability:** FIU is committed to cultivating a campus atmosphere that supports a sustainable environment by means of reducing the amount of paper used for posting, eliminating use of products that have a negative impact on the environment, and encouraging the recycling of material.
- (c) **Information and Promotion:** FIU is committed to providing information and a means for FIU individuals/entities to promote activities, events, and services as well as allow for the announcement of matters directly related to the health, safety, security, or welfare of the University Community.
- (d) **Appearance of the Physical Environment:** FIU is committed to maintaining and improving the appearance of the physical environment of the campus so that it is aesthetically pleasing and welcoming for students, faculty, staff, alumni, community members, and visitors. The campus should be free from excessive postings, chalking, and litter which defaces and depreciates the value of the grounds and facilities of the campus.
- (e) **Provide Notice:** FIU is committed to providing all entities with information and the terms of this procedure so that they are well-informed of the terms and the consequences of violating the procedure.

RELATED INFORMATION (O*)

FIU Policies 1710.305, 1725.285, 1740.260, 1750.255, 1760.270.

DEFINITION (R)

For purposes of this procedure: The “University Community” consists of Florida International University faculty, staff and students; “University Organization(s)” are recognized University faculty and staff organizations or associations and registered University student organizations, but excludes individuals, groups, and/or organizations sponsored by or affiliated with University Organization(s); University “Department” encompasses not only departments but also colleges, schools, and centers.

HISTORY (R*)

Effective Date: August 24, 2010.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

External Relations
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

External Relations
Florida International University
11200 S.W. Eighth Street, PC 519
Miami, Florida 33199
Telephone: (305) 348-7235

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

Space Committee Request Form

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**