

**STUDENT SERVICES**

**AP 5550 SPEECH: TIME, PLACE, AND MANNER**

**References:**

Education Code Sections 76120 and 66301

This procedure has been developed as a guide to those responsible for the selection and scheduling of speakers to appear at Palomar College. It is applicable to student organizations on campus in their recruitment of guest speakers and is not intended to apply to instructors inviting speakers into their classes.

The College has the responsibility to develop informed, critical, and objective thinking. Such thinking can best be encouraged in an atmosphere assuring free interchange of ideas.

Opportunities for balancing viewpoints must be provided:

- A. On the same program at the discretion of the sponsoring organization, or
- B. At another hour designated by the Director of Student Affairs, or
- C. At any date in the Free-Speech Area in accordance with the code of the Free-Speech Area.

No speaker or topic shall be in violation of the Education Code or any local, state, or federal law (See Item 2 on procedures below). The Director of Student Affairs shall seek, from any speaker, agreement on the following provisions:

- A. That the speaker's background be made known to his/her audience as accurately and completely as possible.
- B. That if a question period is provided, the speaker attempts to answer questions from the floor that have both relevance and propriety.
- C. That the speaker's presentation and/or question period be taped and recorded for library use.

All off-campus speakers to be presented at Palomar College by student organizations must be cleared through the Student Affairs Office and placed on the Master Calendar. Forms for scheduling speakers are available in the Student Affairs Office and must be submitted at least three weeks prior to the presentation. The Director of Student Affairs will determine adherence to Board policy regarding all off campus speakers.

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**Date Approved: April 8, 2008**

*(Replaces current Palomar College Procedures 434.1 and 434.2)*

- 31 The following procedures must be followed when inviting speakers to the campus:
- 32 A. Obtain approval of the Club Advisor.
  - 33 B. Obtain clearance from the Director of Student Affairs to determine intended  
34 adherence to Education Code. Before rendering a decision, the Director of  
35 Student Affairs may consult the respective club, or other resources. (One week  
36 to be allotted for decision).
  - 37 C. Obtain a form in the Student Affairs Office for scheduling a speaker and request  
38 a "tentative" date and room on the Master Calendar.
  - 39 D. Extend a written invitation to the speaker.
  - 40 E. After the speaker accepts the invitation, confirmation must be obtained from the  
41 Student Affairs Office.
  - 42 F. The Governing Board will be apprised of the speaker prior to presentation.
  - 43 G. Failure to comply with the above procedures will result in cancellation of an  
44 activity.
- 45 Office of Primary Responsibility: Student Affairs