I. PURPOSE:

To define the process by which literature may be distributed at Miami Dade College.

II. PROCEDURE:

This procedure sets forth Miami Dade College guidelines for the distribution of literature on the campuses. It is the intent of the College by the use of this procedure, within the limits of public laws and the philosophy of the College, to assure freedom of speech and to provide for the exchange of written thoughts and ideas in a manner that does not disrupt the College.

A. Distribution of Literature:

1. It is requested that any person who, as an individual or group, wishes to distribute more than 10 pieces of written material on the same day obtain and complete an Activity Form. The form may be obtained from the Student Life Office at the respective campus where the individual or group wishes to distribute literature. The completed form should be returned to the Student Life Office at least 24 hours in advance of the intended date of distribution. Exceptions to this procedure are literature matters sold in the campus bookstores under the authority of Miami Dade College, daily newspapers which are sold in approved locations on the campus, and publications which are sponsored under the official masthead of Miami Dade College.

2. The Activity Form shall be processed by the Student Life Office upon receipt and if not processed within 24 hours of such receipt is deemed to be processed.

3. Materials may be distributed at the following locations:
Distribution Of Literature

a. Designated distribution areas;
b. From a table in a designated distribution area on the campus specified in the activities form, or;
c. By handouts to the public in areas which do not impede the normal flow of traffic, and which do not disrupt ongoing instructional activities, or other campus activities.

4. Literature may not be distributed in classrooms.

5. Persons distributing literature must not harass, stalk or force their literature on any person.

6. Literature may be distributed when the campus is open for business.

7. The College may order a person(s) distributing literature to cease distribution when it would affect the health, safety, and welfare of individuals or property, which may include but is not limited to the following:

a. Where the distribution materially and substantially disrupts the operation of the campus;
b. Where the distribution of materials would incite individuals so as to create a clear and present danger to persons or property;
c. Where the person(s) litters, defaces or destroys campus property;
d. Where the person(s) distributing literature is harassing, stalking, or forcing their literature on any person(s);
e. Where the person(s) distributing literature is in violation of any applicable federal, state, and local laws or College Policies.

If distribution is stopped, the person(s) distributing literature may appeal this decision in writing to the Student Dean’s Office of the relevant campus within 7 days after being ordered to desist. The Student Dean’s Office must issue a written decision on the appeal within 7 days after receipt of the written appeal. The Student Dean’s decision shall be final on behalf of the College. If the Student Dean’s Office affirms the decision to stop distribution, the persons distributing literature may seek judicial review through the State courts.