

Chemeketa Community College Voter Institutionalization Plan (2026 updates)

The following is the Chemeketa Community College Voter Institutionalization Plan, approved under the authority of the Oregon State Senate and, Senate Bill 1581 (SB 1581) from 2014, and as amended by Senate Bill 1586 (SB 1586) in 2016, and enacted into Oregon law under ORS 350.245. As needed, the plan shall be reviewed and appropriately revised in consultation with representatives of the non-partisan Associated Students of Chemeketa (led by the ASC Legislative Coordinator) and college faculty, staff, and administrators. The plan will support college policy and be adhered to as such during terms in which a federal, statewide, or local election takes place.

OBJECTIVE

The objective of this document is (1) to ensure that Chemeketa Community College adheres to Oregon state law as cited above and (2) to set in place a plan that enables the ASC Student Government and Civic Engagement Coordinator to ensure that all students at Chemeketa have access to impartial information and documents needed to register to vote, make informed choices based on non-partisan information about the candidates and ballot measures, and complete and submit their respective ballots.

KEY DEFINITIONS

Voter Registration: Engaging students at Chemeketa through peer to peer education, outreach, distribution of voter registration materials, and/or brief presentations that result in providing students with the information and documents necessary for proper voter registration and offering students an opportunity to complete and submit their registration forms.

Voter Education: Providing non-partisan information to students at Chemeketa concerning relevant ballot measures and candidates at the local, state, and federal levels, through peer-to-peer dialogue, distribution of informational materials, and in-class presentations.

Turn out students to vote: Providing students with any information and materials they need to complete and submit their official election ballots and to fully participate in the electoral process. This includes efforts such as contacting students to ensure each student has the requisite access to vote, including county elections office information, ballot dropoff sites, and information about deadlines.

How to Vote: When providing information to students in regards to “how to vote,” this means only that the ASC and its partners will be providing non-partisan information on how to appropriately participate in the voting process. This is in addition to instructing them on important deadlines concerning when ballots or registration cards must be filled out and turned in or mailed to be counted in upcoming elections.

Vote Coalition: The Coalition shall be students who are conducting voter registration on Chemeketa’s campus and are trained by ASC members, representatives of relevant non-partisan voter engagement organizations, and the Civic Engagement Coordinator. The training consists of giving students instruction and prepared speeches that will help them encourage their peers to register to vote and will cover what these students should not be doing while registering voters. Any member of the Voter Coalition who is also an employee of the College (this includes student workers and part-time hourly workers) is subject to Oregon laws

that restrict political advocacy by public employees. For more information on these restrictions, see the Secretary of State's "[Restrictions on Political Advocacy by Public Employees](#)" publication. In general, public employees are restricted from advocating for particular candidates, ballot measures, referenda, and any other item on the ballot during working hours. After training, ASC will implement a campus-wide voter registration drive through a variety of methods including, but not limited to, tabling, class visits, events, speakers, forums, and available technology.

Approved by ET on 6/7/16

Section 1. Goals

Prior to each election cycle, ASC sets voter registration and voter education goals. Contact the Civic Engagement Coordinator or current ASC students to inquire about current goals.

Section 2. Steps/Methods to Accomplish Goals

PART A: Email

a. All Student Communication

As allowed by SB1581, prior to an election, the college may include voting registration and engagement information in a number of student communication channels. The intent of the message is to remind them to update their voter registration address by a certain date, give them the date by which a completed ballot must be returned to the county clerk, and to encourage them to permit ASC members or volunteers to do presentations in their classes. The first message may be sent one week prior to the first week of voter registration, and the second email will be sent when the College promotes the Get Out The Vote (GOTV) voter education campaign during which students are informed about the upcoming ballot measures so they can be aware of what they will be voting on and why it is important to vote.

b. All Faculty Communication

Communication shall be sent to all Instructors, encouraging them to approve brief in-class voter registration and educational presentation requests made by the student Vote Coalition. The ASC shall coordinate with the Office of the Vice President of Academic & Student Affairs in order to arrange such correspondence by the beginning of the week preceding the first week of a term during which the Vote Coalition conducts a voter registration, education, and/or turnout drive.

PART B: Faculty Professional Contact Information

As required by SB 1586 the professional contact information (name, phone number, email address) for all college faculty will be made available to the Associated Students of Chemeketa (ASC) for the purpose of seeking faculty approval to provide nonpartisan voter registration classroom presentations.

PART C: Access to non-reserved Public Spaces

As required by SB 1586 individual students and student groups will be given the opportunity to provide nonpartisan voter registration services throughout the academic term in any non reserved public space on the school's property. This only applies to students enrolled at the school and does not alter in any way the rights of a person who is not enrolled as a student at the school.

PART D: Voter Registration Tabling

Approved by ET 09/22/2026

Voter registration tabling and activities may take place across various College locations, with participating individuals and groups coordinating through the Civic Engagement Coordinator.

PART E: Classroom Visits/Presentations

Members of the Vote Coalition may coordinate with the academic program chairs in order to gain letters encouraging department-wide approval of voter registration and education class presentations. Throughout such efforts, a specific focus shall be placed on departments which house courses with larger numbers of first-year students. The Vote Coalition shall be responsible for coordinating such departmental efforts and no department shall be involuntarily compelled to provide such encouragement or approval. The class presentations will be non-partisan and not biased toward any particular political group. However, these announcements will only be given with approval and discretion of the instructor.

PART F: Voter Registration at Orientation Programs

As mandated in SB1581 and SB1586, the college administration will provide the ASC the opportunity to provide non-partisan voter registration services during student orientation programs held by the school's administration and during campus welcome events that occur before classes begin each academic term.

PART G: Voter Registration Materials

Per the requirements of SB951, Chemeketa ASC students will work with appropriate departments to ensure that paper Voter Registration cards are available in large print, Spanish, and English at a variety of locations on both campuses and outreach centers. Locations on the Salem Campus will include, but are not limited to , Student Accessibility Services, the bookstore, library, dining areas, Student Life Office, Multicultural Center, bldg. 7 gym, Student Success Center, Welcome Center, places where students register for classes, financial aid offices, and student adviser offices.

PART H: Voter Registration Website

In addition, as required by SB1586 we must continue to display a direct link to the Secretary of State's online voter registration tool on the school's website home page. Currently, this link is found here:

<http://www.chemeketa.edu/> and <https://www.chemeketa.edu/students/get-involved/>

PART G: Announcements

Chemeketa administration will collaborate with ASC to ensure announcements are made to cover voter registration drives, how to vote, information on ballot drop off locations and deadlines by which to submit ballots for current elections.

Amendment Process

This plan shall take effect upon official approval by the Chemeketa Executive Team and it shall represent a binding agreement between the Associated Students of Chemeketa and all affected administrative units of the college.

The language of the plan shall be reviewed at the when applicable changes are enacted by the Oregon State Legislative Session or as needed, or as needed by ASC and the Civic Engagement Coordinator. During its review, the ASC shall present any recommended changes to affected administrative units and shall come to agreement on a final version of the proposed changes.

The ASC shall amend this plan at any time upon the mutual agreement of any affected

administrative units. Any such amendments shall be transmitted in writing to the Vice President of Academic and Student Affairs or designee, who shall be responsible for incorporating the agreed-upon changes into any affected college procedure or policy.